

Tūranga Mahi / Position Description: *Kaitohu Kaupapa Here/ Senior Policy Planner*

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

MAHI - POSITION:	Kaitohu Kaupapa Here – Senior Policy Planner
RANGATIRA - REPORTS TO:	Manager Spatial and Policy Planning
KĀHUI - GROUP:	Housing, Growth and Partnerships
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To deliver on Council priorities and statutory RMA requirements related to the sustainable growth and development of Rotorua for current and future generations, focused on the ongoing development and review of strategies and the District Plan.
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE’s Group • Manahautū Te Arawa Partnership • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> • Council stakeholders • Technical professionals in your field • Consultants and Contractors • Local Iwi groups • Neighbouring local authorities • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Identify and communicate strategic planning issues that inform strategy, planning studies and structure planning
- Manage specific growth and resource management projects focused on delivering sustainable long-term outcomes
- Lead, manage and/ or support plan changes and variations as per the Resource Management Act 1991 (RMA) from initiation through to decisions including initial research, consultation and the development of provisions
- Formulate, monitor, change and review the District Plan as and when required
- Oversee budget expenditure and forecasting for a specific project/ work stream as delegated by the manager
- Provide monthly project updates to the project management office (PMO) in order to provide the executive team, managers and the Mayor with overall visibility of the status and progress of your project
- Undertake and where appropriate lead community consultation processes
- Quality report writing and effective delivery of project outputs, which includes inputs from a variety of stakeholders, which includes technical committees and Council
- Prepare submissions on regional and central government RMA proposals (for example, Regional Policy Statement and Plans, National Policy Statements and National Environmental Standards and more generally changes to the RMA)
- Build and maintain effective working relationships with teams across the organisation (including the relevant CCO's) to facilitate collaboration on planning, policy and project development and implementation
- Provide direct policy and planning advice to internal consenting, building services, development and partnerships teams and other teams as and when required
- Develop and maintain effective relationships with mana whenua/ iwi and regional and central government and their respective agencies.
- Develop a working understanding of the relevant iwi participation legislation and associated agreements, statutory acknowledgements, iwi management plans and MOUs
- Maintain and develop professional skills and knowledge

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • A bachelor's degree in Resource and Environmental Planning or similar field • Experience in RMA policy development and strategic planning. • A sound working knowledge and understanding of the NZ planning system, including the Resource Management Act 1991 and associated documents (National Policy Statements, National Environmental Standards) <p>Desirable</p> <ul style="list-style-type: none"> • A masters degree in Resource and Environmental Planning or a similar field • A diploma level qualification in project management.
<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Experience in planning, and/or strategy and policy development • Ability to lead, manage and coordinate projects and plan changes • High level of technical competence in statutory and policy frameworks and policy writing/development • The ability to understand and apply legislation • Highly effective written and verbal presentation and communication skills; highly developed interpersonal skills • Excellent problem solving skills, including exceptional conceptual and analytical ability • Excellent relationship management skills and the ability to influence others • Experience working closely with politicians and/or senior decision makers • The formulation, presentation and implementation of policy projects and/or significant programmes of work • Decision making skills and sound professional judgment • Well organised, with an ability to plan and prioritise important activities/tasks and meet timeframes • Ability to work independently on your own projects, as well as work collaboratively on large projects as part of a wider team • Ability to express complex matters with simplicity and clarity • Proven experience in managing projects from conception to completion within set timeframes, budgets and performance indicators • The ability to work in an unsupervised manner and to be self-motivated • Highly developed skills in communication, negotiation, conflict resolution, facilitation and managing change

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p><i>OUR CORE VALUES – PEOPLE FIRST</i></p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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