

## Position Description

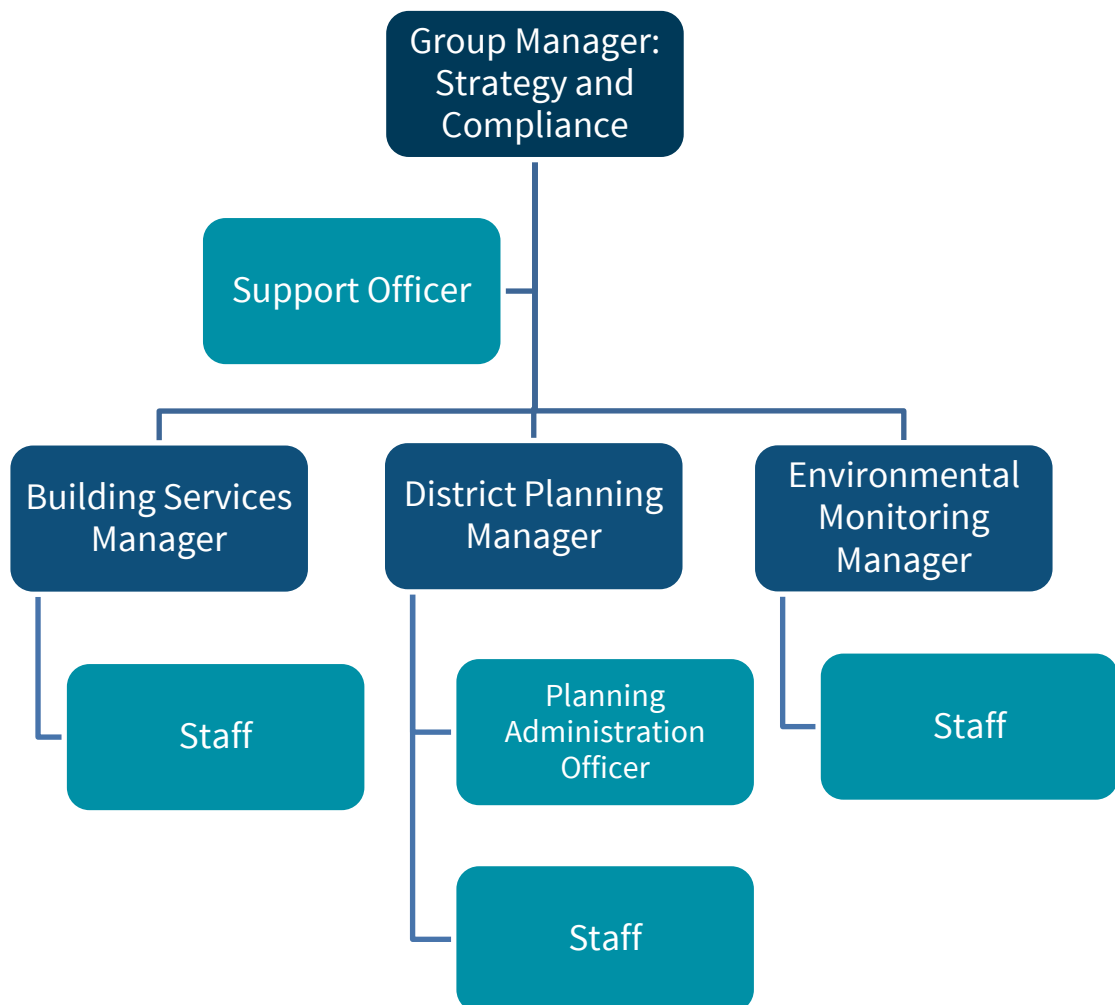
<b>Position Title:</b>	Planning Administration Officer
<b>Reports To:</b>	District Planning Manager
<b>Team:</b>	District Planning
<b>Group:</b>	Strategy and Compliance
<b>Employment Type:</b>	Permanent, full time
<b>Date Modified:</b>	May 2022

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### Purpose

Provide administrative assistance to the Planning Team to ensure Council meets its statutory requirements with regard to resource management, and provide back up to the Monitoring and Enforcement Officer.

### Group Structure



## Our Story

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### Purpose

Working *together* for a better community

### Values

Our values embody the culture of the Ashburton District Council, how we behave and how decisions are made. They help to ensure all our employees are on the same page so we can achieve and deliver our vision.



### Do what's right

Think like a customer.  
Follow through.  
Be straight up.

### Make it happen

Challenge boundaries.  
Make a difference.  
Know your stuff.

### Work as one

Celebrate our wins.  
Embrace our differences.  
Share the load.

## Key Accountabilities

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### Planning Administration & Enquiries

- Enter resource consents and related applications into the appropriate systems in a timely and accurate manner.
- Take primary responsibility for the project management of subdivision processes reviewing S223 and 224(c) applications and associated documents and meeting relevant statutory and Council timeframes
- Process Team financial information including, journals, purchase orders, fees, charges and other payments and generate refunds as directed accurately and efficiently.
- Circulate documents to other teams and external parties for comment, and direct responses promptly and efficiently.
- Provide feedback regarding system improvements for process changes to increase efficiency, taking ownership of and implementing approved changes.
- Ensure relevant records and systems are maintained in accordance with established processes.
- Prepare statistical information and assist with reports for council meetings and resource consent hearings in an accurate and timely manner.
- Prioritise workload, meeting all required deadlines to provide support to the Planning team and other Environmental Services teams as required.
- Respond to public counter, telephone and electronic enquires from our customer request management (CRM) system in a polite, professional, timely and accurate manner.
- Liaise with specialist staff to ensure enquiries are delivered effectively.

### Wider Strategy and Compliance Support and Administration

- Assess building consent applications for compliance with the District Plan to the standards specified in the Building Act and within established timeframes.
- Provide planning information and maps for Land Information Memoranda.
- Inform other teams, including Building Services of Planning decisions in a timely manner, updating systems and files as appropriate.
- Provide cover to the Building and other Strategy and Compliance functions when required by providing administration support and cover.
- Run reports and collect data related to the Resource Management function as requested by the Manager.

### Environmental Monitoring and Enforcement

- Provide back-up for the Monitoring and Enforcement Officer. Refer to Appendix 1 (attached) for the relevant accountabilities.

### Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

## Position Requirements

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The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Personal Qualities

#### Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while being accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

#### Detail Focus

- Observes fine details and identifies gaps in information and process.
- Prefers to follow processes to complete tasks.
- Work outputs are of high quality and with a high degree of accuracy.

#### Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

### Knowledge and Skills

#### Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

#### Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

#### Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for efficient and productive work outputs
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions

#### Specialist Expertise

- NCEA Level 3 to the level allowing University Entrance

Experience in an office administration or customer based role preferred but not essential.

## Appendix 1 – Monitoring and Enforcement Accountabilities

### Resource Management Act

- Monitor the district to ensure that land use comply with the provisions of the Resource Management Act and the District Plan.
- Monitor conditions of resource consents to ensure compliance, including follow up checks as required.
- Investigate and respond to complaints and identified breaches of the Resource Management Act, recommending enforcement action where appropriate and then implementing formal action as directed.

### Environmental Monitoring & Investigations

- Investigate and respond to complaints including daytime noise, insanitary houses and other nuisances.
- Inspect premises certified under the Health Regulations such as camping grounds, tattoo parlours, funeral homes and monitor the water quality of private swimming pools that the public access.

### Other Enforcement

- Monitor and enforce the conditions of the Litter Act and all bylaws administered by Environmental Services, including overhanging vegetation and fire hazard sections.
- Inspect amusement devices at fairs and carnivals for compliance with Ministry of Business, Innovation and Employment Licences.
- Carry out enforcement proceedings as directed, including the issue of infringement notices, prosecutions and liaison with Council's Solicitor and attending court hearings as required.
- Arrange contractors to carry out work to achieve compliance with Council bylaws and resource consent conditions where appropriate.
- Administer cost recovery in accordance with Council's fees and charges.
- Plot rapid street numbers for rural addresses using GPS.

## Agreement

**Employee**

*Name*

*Sign*

*Date*

**Manager**

*Name*

*Sign*

*Date*

### Note

*Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.*