

Job Description

Position Title: **Planning Administration Officer**
Reports to: Strategic Planning Manager
Hub: **Strategy and Science**
Section: Strategic Planning

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives

Manaaki Tangata
People first

- simple end to end user-friendly processes
-
- being a kind, helpful, creative, people centered organisation
-
- doing the right things in the right way

Financially smart and strong
Kia auaha te ahumoni

- make sensible long term decisions on investments and borrowing
-
- always seek the best value for community money

Kaitiakitanga of Tairāwhiti
Guardianship of Tairāwhiti

- clear about environmental expectations
-
- education and dialogue to achieve compliance, and be fair and transparent about enforcement
-
- working in partnership with our community

A high performing culture
Kia ahurea te kokiri

- putting safety and wellbeing at the forefront of all decision making
-
- be innovative and creative in the use of Council resources
-
- actively look for and find better ways of working and thinking

We will get there by...

1. Supporting our staff to deliver.
2. Developing solutions together with our community.
3. 90-day plans - working group to prioritise.
4. Shared KPIs - lead from the top.

Hub Chart



Purpose of the Position

Role of Science and Strategy

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving the high-level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district.

This is achieved through the delivery of a community planning and resource management planning functions, as well as supporting integrated policy and cross-portfolio strategy development across the organisation. This Hub provides specialist skills in strategy and policy, science, environmental monitoring, multifunction project management and/or economic development.

Strategy and Science's contribution is our programme management of key planning and strategy documents, scientific evidence and engagement findings that contributes to producing and supporting this work.

Role of Strategic Planning Section

The statements in Council's vision, community outcomes and strategic priorities are intended to be aspirational statements about the general direction of the range of activities that Council is involved in.

It is the role of the Strategic Planning team to give meaning to the priorities and strategic framework. We use tools such as strategies, plans, bylaws, projects and relationships to provide the link between our aspirational statements, our direction, and our operations (what we need to do on the ground).

A large part of our activity is driven and/or guided by legislative requirements including those under the Local Government Act 2002 (LGA) and the Resource Management Act 1991 (RMA). Council is committed to developing positive partnerships with iwi and hapū within the district and a greater responsiveness to the interests of the wider Māori community and the Strategic Planning play a key role in enabling this.

Role of Planning Administration Officer

The role of the Planning Administration Officer is to assist the Strategic Planning team to fulfil all of its obligations and responsibilities with regard to the development of strategies, policy, bylaws and plans.

The primary purpose of the role is to provide technical support and administration, and co-ordination of the activities undertaken by the Strategic Planning team.

Council has committed to reviewing the Tairāwhiti Resource Management Plan as an organisational priority so supporting the team as it undertakes this work will be a key focus of this position.

Primary Functions

1. Health, Safety and Wellbeing

- Model a culture of safety and wellbeing for your staff
- Take responsibility for your own health and safety
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place

- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation.

2. General Administration and Coordination

- Prepare routine correspondence.
- Assist the Strategic Planning team to gather information both electronic and manually.
- Ensure administration processes are user-friendly and known.
- Provide reproduction, publishing, distribution and other document presentation tasks for the Strategic planning team – such as binding, photocopying, scanning and uploading to the web.
- Create purchase order numbers, receipt invoices for payment, track spending against purchase orders and generate invoices.
- Maintain and update operating procedures, templates and guidelines for the Strategic Planning team – seeking input from subject matter experts where needed.
- Co-ordinate reports going from the Strategic Planning team to Council and Committees – this includes maintaining a reporting calendar and liaising with Council and committee secretaries.
- Co-ordinate staff input to CE and other GDC reporting tools.
- Co-ordinate the review or sign off of reports and memos by the Strategic Planning Manager.

3. Meeting and community engagement support

- Support the production of meeting schedules, invitations, documents and relevant public notices within statutory timeframes
- Provide accurate and timely minutes
- Ensure venues are booked and contain the equipment required – such as technology, heating, layout, lighting and hosting
- Organise catering
- Maintain up to date contact lists relevant to the work of the team.

4. Document production and management

- Manage publication and distribution of resource management plans and other strategic documents to external stakeholders
- Manage the receipt and acknowledgement of submissions
- Maintain Strategic Framework register and table of resource management plan changes. This includes liaising with planners and policy analysts to ensure all updates are included
- Update Resource Management plan content in accordance with established process
- Ensure all Resource Management plan content remains current and:
 - Liaise with Policy Planners about where to publish information, final content and formatting details
 - Liaise with GIS technicians to publish maps
 - For internal plan holders, photocopy, compile and update plan text and maps
 - For external plan holders, email links to updated versions of plan text and maps.

5. Website production

- Ensure strategic planning information on the GDC website and intranet (Naumai) is current, accurate, relevant and user-friendly
- Upload strategic planning documents onto website as per GDC branding and website policies
- Update Resource Management Plan content and ensure text remains current

- Liaise with planners on required content changes
- Seek advice, as appropriate, from the online communications adviser.

6. Record Keeping

- Establish, update and maintain appropriate record keeping systems
- Prepare, update and maintain file records including databases, electronic and hard copies texts of planning processes, documents, management plans and strategies
- Maintain records on submissions, further submissions and other hearing processes
- Maintain records for projects
- Enter data into appropriate databases
- Liaise with Archives to ensure record keeping and information preservation consistent with business protocols.

7. Team Work/Corporate Responsibility

- Actively participate in team wide initiatives.
- Contribute to department and organisational planning.
- Enter and track KPIs in Councils Performance system
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities
- Provide constructive feedback to team mates and your Manager
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager

8. Promoting a culture of diversity and inclusion, respect and understanding:

- Build awareness and understanding of Tangata Whenua/Māori in our region.
- Contribute positively to opportunities to interact and develop relationships with Māori.
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context.
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes.
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people.
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others.
- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Sixth Form Certificate / NCEA Level 3 or similar
- Business Administration Certificate or similar and/or specialist technical skills gained through workplace experience.

Skills / Knowledge

Essential:

- Demonstrated strong communication skills, both verbal and written.
- Ability to build and maintain effective, successful and professional working relationships.
- Knowledge and experience of the range of MS Office tools
- Basic understanding of website management
- Ability to produce basic correspondence
- Accuracy with figures and ability to read and interpret plans and diagrams
- Proven organisational, time management and planning skills
- Ability to communicate effectively with the public
- Attention to detail
- Ability to multi-task and manage competing priorities.
- Ability to work under pressure

Desirable:

- Project administration experience
- Knowledge of Resource Management Act or Local Government Act processes
- Basic understanding of Tikanga Māori and Te Reo Māori.
- Experience in website management and/or design.

Work Experience

- At least three years prior administrative experience in a council or large organisation
- Experience working with statutory documents

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Consultants
- Service providers
- Members of the community
- Iwi and hapu

Internal:

- Strategic Planning Manager
- Strategic Planning Team
- Chief of Strategy and Science
- Science and Environmental Monitoring team
- Maori Responsiveness Team
- Democracy Support Services Team
- Other Council teams
- Councillors

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated