

## Senior Policy Planner

The purpose of this role is to lead the development and implementation of Council's external facing strategies and plans, and to play a key part in maintenance, monitoring and review of the Rangitikei District Plan (or an equivalent planning document under a reformed planning system).



**ORGANISATION**  
**NGĀ POU | OUR VALUES**

**POU 1. Manaakitanga**  
The customer is at the centre of everything we do.

**POU 2. Rangatiratanga**  
We aspire to the highest standards.

**POU 3. Whakapono**  
We strive to be trusting and trustworthy.

**POU 4. Whanaungatanga**  
We act with courage, respect, kindness and empathy.

**POU 5. Kotahitanga**  
We embrace diversity and strive to be inclusive.

**POU 6. Aroha**  
We believe in and encourage each other.

**RANGITĪKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

## Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Senior Policy Planner – that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our District a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the

## What you will do

- Lead district plan changes from initiation through to decisions including initial research and monitoring, consultation, development of provisions, preparing reports and expert evidence. Including representing Council in the Environment Court, mediations, hearings or proceedings.
- Support the implementation of Council's strategic framework, and Council alignment, by leading, or supporting, the development of high-quality strategies and plans.
- Lead community engagement and consultation processes required as part of strategy, policy, or plan development/review. Consultation shall meet legislative requirements whilst also exploring innovative ways to achieving desired buy-in.
- Provide best practice and technically sound planning advice to the Executive Leadership Team and Council on a range of strategy and planning matters, including the potential impacts of legislative change.
- Develop policy positions, submissions, and advice on matters of strategic importance to Council.
- Build Council's partnership with iwi through the delivery of work programmes and demonstrate a clear understanding of the intent of, and commitment to, the application of the principles of Te Tiriti o Waitangi.
- Support the Strategy Manager in regional level engagements on land use planning, spatial planning and building/maintaining strategic partnerships within the region.
- Ensure all strategies and plans meet legislative compliance (where applicable).
- Support the Strategy Team in other work programmes as required.

table, and to work with those teams to implement them.

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility.
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required.

## Our customer commitment

We strive to deliver excellent customer service by:

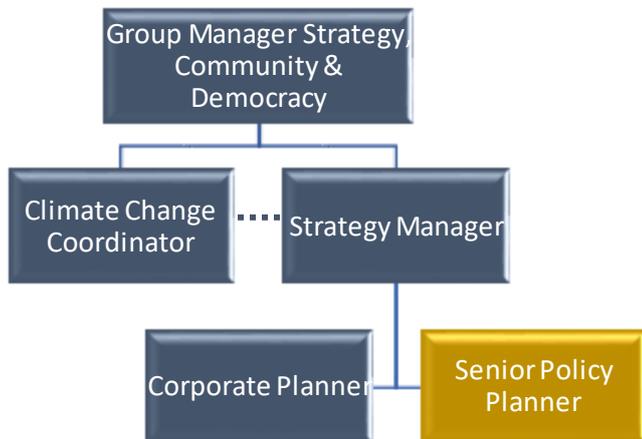
- Understanding and anticipating needs.
- Dealing with enquiries promptly and fully.
- Providing quality support and information.
- Communicating changes to services in advance.

We will:

- Welcome, listen and treat everyone respectfully.
- Acknowledge and follow up all complaints and requests for service, and provide a timely response.
- Seek feedback on the service received so we can continue to improve what we do.

## What you will bring

- Tertiary qualification in planning/resource management.
- At least 5+ years of relevant experience.



- Membership of the New Zealand Planning Institute.
- Proven experience in strategy and plan development.
- Be able to think analytically and critically to resolve complex problems.
- Sound working knowledge of statutory processes and legislation influencing, and applicable to local government.
- Experience working collaboratively with Māori communities and/or organisations alongside a solid understanding of the Treaty of Waitangi and Tikanga Māori.
- Ability to maintain high levels of quality and accuracy.
- Excellent verbal and written communication skills, including ability to present and explain ideas both visually and verbally.
- Demonstrated ability to perform professionally and efficiently, a capacity to work under pressure, be agile to changing priorities, and meet deadlines.
- Proficiency in relevant computer programmes and applications (particularly MS Word and Excel). A willingness to learn and adapt to new technology and software.
- A team player with strong networking and a robust, consultative approach to developing and maintaining good relationships with internal and external stakeholders.