



POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ko tā tō tātau rāngai tūmatanui he mahi ngātahi e tutuki ai ngā hiahia o ngā hapori i Aotearoa. Ko te whāinga o te rāngai tūmatanui he tautoko i te manapori, he tautoko i ngā kaikaunihera kua whiria ki te whakatinana i ā rātou kaupapa here, he whakaū i ngā ratonga pai rawa atu, he tautoko i ngā kaikaunihera ki te whai i tō te hapori hiahia, he āki i ngā tangata i ngā mahi hapori me te whakaū i ngā ture. He mahi nui tā mātou ki te hāpai i te Karauna i roto i ōna hononga ki te iwi Māori i raro i te Tiriti o Waitangi me te Treaty of Waitangi. Ahakoa te maha o ngā mahi rerekē, ko te katoa o ngā kaimahi rāngai tūmatawhānui ka whakakotahi mai i te hiahia ki te mahi mō te hapori me te whai i ngā mātāpono me ngā wāriau o te rāngai tūmatanui i roto i ā mātou mahi.

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

The Position

Position:	Senior Planner
Department:	Planning and Regulatory
Team/s:	Planning
Responsible to (Manager):	Planning Manager
Responsible for (direct reports):	Nil
Job Purpose:	- Contribute to the implementation of the District Plan. You will provide planning advice, process resource consents and monitor compliance. - The Planner also undertakes under direction strategic and policy projects for Council (e.g. spatial planning) and engages with other Council's on planning proposals and Plans (including regional documents). - To mentor and guide more junior staff to support their development.
Work location:	South Wairarapa District Council Office Building, Martinborough
Employment type:	Permanent, full time
Job grade:	TBC
Budget responsibilities:	Nil
Date prepared/reviewed:	October 2026

Planning and Regulatory Group

To protect and enhance the wellbeing, safety and sustainability of the South Wairarapa district by providing effective planning, regulatory and compliance services. The Group enables responsible growth, safeguards community and environmental outcomes, and delivers fair, professional and customer-focused regulation through leadership of planning, building and animal control, environmental health, liquor licensing, bylaw enforcement and related statutory functions.

Planning Team

To support sustainable growth and development in South Wairarapa through the effective implementation of planning legislation, policies and the District Plans. The team provides planning advice, processes resource consents, monitors compliance, and leads strategic planning initiatives that deliver positive community and environmental outcomes.

Key Relationships

In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Chief Executive	Council stakeholders
Strategic Leadership Team	Other relevant technical professionals
Senior Managers	Consultants, contractors and developers
Planning Team	Council's contractors and professional service providers
Other Council staff	The South Wairarapa community
Mayor and Councillors	Local Iwi groups
Community Boards and Committee members	Members of the general public
	Neighbouring local authorities and Greater Wellington Regional Council
	Wellington Regional Emergency Management Office
	Other Wairarapa Council Communications teams

Our Council

Our Vision:	The best of country living with the community at the heart of everything we do
Our Mission:	To be future focused, growth orientated and exercise sound judgement
Our values	We support our Mission and Objectives through living our values. These are: • Pride • Customer-First • Manaakitanga • Collaboration

Mō te tūnga | Role Overview

Outcomes	Actions
Consents	• Prepare resource consent decisions, including notification decisions and recommendations to the Group Manager for delegated sign-off or to Council's committees or commissioners on resource consents as required. • Prepare conditions for imposition on resource consent applications so as to meet accepted practice, the requirements of the district plans, other statutory policies, regulations and plans and the provisions of legislation. • Attend committee/commissioner hearings as a reporting officer. • Provide expert planning advice to hearings panels or Independent Commissioner (s) or the Environment Court as required. • Ensure the integrated internal assessment of applications including engineering underground services, subdivision design, land use mix, amenity and reserves and transportation elements. • Ensure that legally consistent and high-quality standards are achieved. • Offer relevant and helpful advice pitched to the different needs of various groups e.g. developers, citizens, property owners, professional agents. • Undertake any necessary compliance, enforcement and prosecution investigations arising for resource consents being breached effectively and to a high standard as directed.

	Process and issue memorandums and certificates under the Planning Act and as required by other legislation (LGAct, SSoAct, Food Act, Building Act).
Plan	- Assist with carrying out policy work, including investigations, analysis and the preparation and processing of plan changes and other project and policy reports to Council as directed. - Present reports at Council when requested, provide advice on projects and policy issues and complete all follow-up work including presenting expert evidence before other Councils and at the Environment Court. - Provide input and assist in the preparation of a Spatial Plan, master planning and structure planning. - Help monitor development trends so as to enable them to be reported to the Group Manager including planning LoS information for Annual and Long-Term Plans / Reports. - Monitor and review contents of the District Plans on an ongoing basis to ensure the effectiveness of the District Plan and compliance with National Policy and Standards. - Help work closely with all relevant groups and sections to ensure that the provisions of the District Plan are effective. - Undertake any compliance, enforcement and prosecution investigations arising from the provisions of the District Plan being breached effectively and to a high standard as directed.
Research	- Undertake research on topics relating to Planning and Natural Environment legislation, LGA 2002 as required. - Help monitor the pattern of resource use in the district and identify any developing issues and trends. - Help develop and then operate plan effectiveness processes including conducting PER's
Advice	- Provide mentoring and guidance to planners/planning team. - Provide senior level advice on land use, subdivision and technical matters. - Provide accurate and timely information to the public on matters concerning the Planning legislation and the District Plans. - Keep up to date with and report on implementation of any amendments to Planning legislation to the Group Manager. - Represent Council in hearings where appropriate and/or as requested. - Provide professional advice to Council, officers of Council and members of the public on planning matters including the development of land and management of the district's resources - Duty planner responsibilities
Information	- Prepare, update and maintain accurate and legally compliant files and records, including databases, electronic and hard copy texts of Council's planning processes and documents, management plans and strategies. - Prepare and update appropriate information for Council's website in relation to District Plan and other strategic projects.

Relationships	• Develop and maintain highly collaborative relationships within Council and beyond to encourage collaborative and practical approaches to resolve issues. • Operate collegially with other staff and provide backup support for one another to cover absences and changing workflow pressures. • Help foster co-operation and aid communication between teams and groups • Ensure that the Planning and Regulatory Group and Council are seen and promoted in the best possible light at all times. • Provide excellent customer services to others. • Ensure that potential risks are identified and escalated to the appropriate level of management to be dealt with. • Maintain and develop a network of relevant contacts to ensure that communication channels are kept open. • Be proactive in ensuring development of a team orientated environment.
Organisation	• Behave consistently with the Vision, Mission and Values of Council. • Contribute to the Group work plan if requested. • Provide information for the preparation of budgets as required. • Participate as a member of the P&R Team, making a full contribution to team and organisational initiatives. • Look for opportunities to improve systems, processes and work practices both within your own position and the organisation as a whole. • Assist the organisation's Emergency Management Unit in the event of a major disaster. • Adhere to and actively promote Health and Safety policies and standards and ensure all other staff to do the same. • Attend appropriate courses to maintain ongoing knowledge and training.
Finances	• Advise customers on fees and charges. • Ensure customers are invoiced for all costs. • Charge costs correctly.

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Ngā āhuatanga e hiahiatia ana e Mātou | Person specification

Qualifications and Experience

- An appropriate degree in Resource Management /Planning or a closely allied field and preferably membership of the NZPI.
- Sound experience in the resource consent and/or District Plan fields.
- A knowledge of the working of District Plans, and an ability to read and interpret maps and plans, including building plans and specifications, and scheme plans of subdivision.
- Knowledge of the Resource Management Act and replacement legislation (Planning Act 2026) and its practical implementation. An awareness of the relationship of Planning legislation with other development legislation.
- Demonstrated ability and familiarity with common software packages (e.g. Microsoft Office, MS Word) and ability to learn new systems and processes.
- Current clean full driver's licence.

Personal Capabilities

- An understanding of conflict resolution skills and managing confrontation and provocation with professional integrity and with the safety of self and others paramount.
- Sound interpersonal skills with a commitment to service (practical problem solving) and capability to work with a wide range of people within and outside Council.
- An understanding of and ability and willingness to keep up to date with the relevant acts and Council policy.

- The ability to maintain an open mind and where necessary, to be objective and fact based and to seek innovative solutions while not compromising in situations where there is no room for negotiation, be a good communicator.
- Able to work as part of a team, or independently
- Self-motivated and prepared to see a task through to its completion
- Ability to work calmly in difficult situations and ability to manage stress
- Agile in thinking and working, comfortable working in both a non-structured and structured way.
- Able to professionally present sometimes complex information to a range of audiences.

The Behaviours by which we work

All staff at SWDC share these responsibilities, including me.

- **Collaborate:** Draw on the knowledge of others to bring about better outcomes for the customer.
- **Grow:** Develop ourselves and maintain the highest possible standards of professionalism. Embrace feedback and build on it.
- **Being:** Act with integrity and maintain consistency. Be attentive and kind to one another and embrace different perspectives.
- **Add value:** Through our technical knowledge, deliver the best possible outcomes for our customers.
- **Plan:** Be clear on how activities link together and highlight any risks.
- **Do:** Keep people engaged in what we do and why. Hold ourselves to account for delivery as we do with others.
- **Review:** Learn from mistakes. Fail fast and move on. Seek out solutions not problems. Blame as no part in our organisation.
- **Inspire:** Empower, support, encourage, and motivate colleagues to do their best work.
- **Connected:** Build strong relationships with people and are respectful and empathetic.
- **Positivity:** Create an empowering, safe, and inclusive social environment. Foster a strong wellbeing culture.
- **Engage:** Consider when to communicate. Break things down into easily understandable chunks. Take a genuine and active interest in the organisation at large. Speak out when others behave in a manner not acceptable to the rest of us.
- **Celebrate:** Celebrate our achievements, both individually and as a collective

Amendments to Position Description

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 20% change in the complexity / accountability of the role.)

My Agreement

My Name:

My Signature:

Date:
