

Strategic Planner (Resource Management)



Department	Environmental Science & Policy
Location	Seymour Street, Blenheim
Direct reports	Nil
Reporting to	Head of Environmental Policy
Grade	17
Financial delegation	No budget responsibility

Department Overview

This position is within the Environmental Science & Policy Department. This department is responsible for the development and maintenance of Council's resource management policy and planning provisions under the RMA. This includes environmental science, monitoring and biosecurity as well as nautical and coastal operations.

Purpose of the Role

The Environmental Policy Group is responsible for developing, maintaining and reviewing MDC's resource management framework. This framework, consisting of the Marlborough Regional Policy Statement, the Wairau/Awatere Resource Management Plan and the Marlborough Sounds Resource Management Plan, enables and guides the sustainable use, development and protection of Marlborough's natural and physical resources.

Following a statutory review of the above framework, the Council has notified the Proposed Marlborough Environment Plan to consolidate all of the above planning documents and provisions, to act on the outcome of the review, to address new issues and to give effect to national direction.

The primary task for this role is to provide strategic direction to the sustainable management of Marlborough's natural and physical resources through the ongoing administration of the resource management framework containing regional coastal, regional and district plan objectives, policies, rules and other methods.

This includes assessing state of the environment information to identify issues, consulting with the community to set appropriate objectives, evaluating the efficiency and effectiveness of options for achieving the objectives and providing the Council written advice with respect to each of these matters.

This role is part of a dedicated team with the clear short term objective of assisting the Council to complete the First Schedule process for the Proposed Marlborough Environment Plan and, on becoming operative, implementing the Plan direction.

From time to time there may also be the need to maintain the resource management framework through variations, plan changes or to respond to plan change requests.

There will also be the need to assist the Council respond to the outcome of reform of the RMA.

Key Responsibilities

Policy development and evaluation	<p>Review and develop objectives, policies and methods to address Marlborough's resource management issues.</p> <p>Evaluate the effectiveness and efficiency of policy options on an ongoing basis and in accordance with Section 32 of the RMA.</p> <p>Assess the results of state of the environment monitoring.</p>
Contextual understanding	<p>Understand the nature of Marlborough's natural and physical resources and the connections between them.</p> <p>Understand the roles and responsibilities of the Council's Departments and others involved in the management of natural and physical resources.</p>
Task responsibility	<p>Take responsibility for allocated tasks.</p> <p>Ensure responsibilities are achieved in terms of quality and timeliness.</p>
External consultant and contract management	<p>When required, manage specialist external consultants and contracts.</p> <p>In consultation with the Environmental Policy Manager, ensure appropriate specialists are selected and contractually managed.</p>
Staff liaison	<p>Liaise with Resource Consent Officers, Environmental Protection Officers and other relevant staff to:</p> <ul style="list-style-type: none"> • Ensure impact of policy changes is understood. • Get feedback on the implementation of provisions. <p>As necessary, identify and evaluate policy options.</p>
Stakeholder liaison	<p>Ensure liaison with key stakeholders is undertaken.</p> <p>Ensure stakeholders such as Iwi, Central Government and appropriate organisations consulted.</p>
Community consultation	<p>Consult with the community to gather information to inform the identification and evaluation of policy options.</p> <p>Develop and successfully implement strategies to ensure effective community engagement.</p>
Iwi engagement	<p>Ensure regular dialogue with Marlborough's tangata whenua iwi to ensure their aspirations are reflected in resource management policy.</p> <p>Consider relevant iwi management plans and statutory acknowledgements.</p>
Council liaison	<p>Liaise with Mayor and Councillors to ensure that political aspirations are understood.</p>
Provide advice and briefings on policy issues.	<p>Present to Mayor, Councillors and other groups.</p> <p>Prepare and present reports (including Section 42A reports) to Councillors and Commissioners.</p>
Council meetings and public forums	<p>Attendance at relevant Council meetings and public forums, as required Present information, professional advice and recommendations. Follow up, implement decisions, and represent Council as necessary.</p>
Continuous improvement.	<p>Show support for and implement protocols that form part of the Regulatory Department's ISO: 2008 procedures.</p>

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	A tertiary qualification specialising in planning, resource management or a related field.
Experience and knowledge	<p>At least three years' experience in the preparation of regional or district plan provisions (preferred).</p> <p>Alternatively, at least three years' experience in the administration of regional or district plan provisions through the processing of resource consent applications or the monitoring of conditions of resource consents and permitted activity rules.</p> <p>Experienced in working in a political environment.</p> <p>A sound understanding of the purpose and principles of the RMA and the way in which regional and/or district plans assist to achieve sustainable management of natural and physical resources.</p> <p>An appreciation of and familiarity with the processes involved in policy making under the RMA, especially the First Schedule process.</p> <p>Experience involving the community in the process of policy development and evaluation (or, alternative RMA processes), including effective engagement with iwi authorities.</p> <p>A firm understanding of the importance of the "Plan-Do-Monitor-Review" loop in the context of continuous improvement in policy making.</p> <p>Able to identify and evaluate policy options.</p> <p>A sound understanding of the functions of a Regional Council and of a District Council under the Resource Management Act 1991 (RMA).</p> <p>Experience in a Windows operating environment and are familiar and conversant with Microsoft Office and advanced keyboard skills.</p> <p>A keen interest in finding policy solutions to challenging policy issues/conflicts. Proven ability to communicate effectively and with an open mind.</p>

Core Competencies

Adaptability	<p>Ability to maintain a calm, professional manner in challenging situations.</p> <p>Ability to operate effectively in a complex and changing environment.</p>
Commitment to improvement	<p>Enthusiasm for continually increasing knowledge and technical abilities.</p> <p>Enthusiasm for continuous improvement and efficiency in processes.</p>
Communication	<p>Excellent oral and written communication skills which are appropriate and relevant to the audience.</p>
Customer focus	<p>Excellent customer services skills.</p> <p>Ability to understand customers' needs via active listening.</p>

Digital literacy	<p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p>
Integrity	<p>Ability to handle confidential or controversial information with discretion and professionalism.</p> <p>Takes accountability for own actions.</p>
Interpersonal skills	<p>Proven ability to work effectively in a team environment.</p> <p>Proven ability to develop relationships and work collaboratively with others.</p>
Organisational skills	<p>Strong personal prioritisation and time management skills.</p> <p>Ability to multi-task, prioritise, pay attention to detail and use initiative.</p>
Problem solving and decision making	<p>Considers risk factors in decision-making.</p> <p>Uses own judgement and experience to solve problems.</p>

Strategic Framework

Vision	<p>Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.</p>
Mission	<p>We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.</p>
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.