

JOB DESCRIPTION

File Name: Planning Consultant Job Description	Version No: 1.0	
Issue Date: April 2015	Compiled by: HR Manager	
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Position title:	Planning Consultant
Location:	Level 1, 18 Normanby Road, Mt Eden, Auckland
Reports to (role):	Planning Team Leader
Key Relationships (internal &/or external):	<p>Critical Relationships</p> <ul style="list-style-type: none"> • Planning team • Engineering team • Surveying team <p>External Relationships</p> <ul style="list-style-type: none"> • Local & Regional Councils • Envivo Clients
Main purpose of role:	<ul style="list-style-type: none"> • Planning – Assist and/or manage various planning/resource applications and projects efficiently and effectively, working within agreed timeframes, project specification and set budgets • Technical Development & Innovation – Continually develop planning skills and knowledge and take initiative with planning and business innovation including planning systems, processes and documentation • Quality Management – Undertake best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met • Business Development – Create new business opportunities which support the achievement of individual revenue targets through networking and qualified meetings with existing and prospective clients • Health and Safety – Meet health and safety obligations for the business, ensuring personal safety in differing work environments
Key accountabilities:	<p>Resource Consent Applications (90%)</p> <ul style="list-style-type: none"> • Prepare Resource Consent applications, including the Assessment of Environmental Effects • Process resource consent applications for local authority clients • Supervise and train staff in consent processing • Prepare planning/property assessments, including reviewing and reporting on development proposals, consent scoping and feasibility reports • Liaise with clients, associated consultants and company agents and suppliers as instructed and/or authorised by the Directors • Assist Directors in maintaining high standards of customer service and an excellent standard of reporting • Responding to telephone, fax and email enquiries <p>Business & Professional Development (5%)</p> <ul style="list-style-type: none"> • Assist with business development including attending networking and planning events • Assist with planning and business innovation including planning systems, processes and documentation • Attend professional development courses to meet CPD requirements and individual performance goals

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	<p>Other Duties (5%)</p> <ul style="list-style-type: none"> Identify areas for improvement in office systems and provide assistance with routine office administration Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee
KPIs:	<ul style="list-style-type: none"> All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards Positively promote Envivo to our clients and potential clients Achieves high standards of customer service Achieves an excellent standard of reporting and consent application
Base Appointment Criteria:	<p>Education</p> <ul style="list-style-type: none"> Bachelor of Planning degree or equivalent Working towards full NZPI membership <p>Experience:</p> <ul style="list-style-type: none"> Minimum two years related work experience Experience with preparing/processing resource consent applications Previous local government or consulting experience an advantage <p>Skills & Knowledge</p> <ul style="list-style-type: none"> Advanced skills in Microsoft Office Products Knowledge of relevant local government plans
Health and Safety	<p>As an employee of Envivo Limited you are required to:</p> <ul style="list-style-type: none"> Co-operate with management in anything that they do or require in order to ensure a safe workplace; Ensure that your actions do not put yourself or others at risk; Work safely; Use and maintain machinery and equipment properly; Obey all site safety rules and safe work procedures; Wear or use prescribed safety equipment; Participate in training programs as required; Fix unsafe conditions/hazards if you are able to and it is safe for you to do so, otherwise report them immediately to your manager/team leader. Report accidents/near misses by filling out Incident/Hazard Reports.

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Behavioural Competencies

Adhering to Principles & Values

- Upholds ethics and values
- Demonstrates integrity
- Encourages organisational and individual responsibility towards the community and the environment

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Applying Expertise and Technology

- Applies specialist and detailed technical expertise
- Uses technology to achieve work objectives
- Develops job knowledge and expertise (theoretical and practical) through continual professional development
- Demonstrates an understanding of different organisational departments and functions

Relating and Networking

- Easily establishes good relationships with clients and staff
- Relates well to people at all levels
- Builds wide and effective networks of contacts

Working with People

- Shows respect for the views and contributions of other team members
- Consults others and shares information and expertise with them
- Builds team spirit and reconciles conflict
- Adapts to the team and fits in well

Major Physical and Environmental Factors/Fitness for work

- General physical fitness & mobility to consistently perform the inherent requirements of the position.
- Must be able to sustain long periods of standing and walking
- Ability to perform repetitive movements and tasks.
- Ability to maintain and sustain a drug free working environment.

NOTE: This Position Profile is not intended to be all-inclusive. Incumbent may perform other related duties as may reasonably be required to meet the ongoing needs of the organisation.