

# POSITION PROFILE



File Name: PP - Planning Consultant AK.docx	Version No: 2.0
Issue Date: May 2017	Compiled by: HR Manager
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<b>Position Title:</b>	<b>Planning Consultant</b>
<b>Location:</b>	Auckland
<b>Reports to (role):</b>	Planning Team Leader

**Main purpose:** (How You Add Value to Envivo)

Assist and/or manage various planning/resource applications and projects efficiently and effectively, working within agreed timeframes, project specification and set budgets.

**Key Relationships:** (Who You Help/ Interact with on a Regular Basis)

Internal Relationships	External Relationships
<ul style="list-style-type: none"> <li>• Planning Consultants</li> <li>• Engineering Team</li> <li>• Surveying Team</li> </ul>	<ul style="list-style-type: none"> <li>• Envivo clients</li> <li>• Territorial Authorities including Councils</li> <li>• External Specialist Consultants</li> </ul>

**Key Accountabilities:** (What You Accomplish by Doing These Tasks)

- Resource Consent Applications:**
- Prepare Resource Consent applications, including the Assessment of Environmental Effects
  - Process resource consent applications for local authority clients
  - Assist with mentoring and training junior 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 required
  - Responding to telephone, fax and email enquiries
  - Contribute to building the company’s intellectual property including templates, precedents and workflows
- KPIs**
- All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards
  - Projects are completed within agreed timeframes, project specifications and economically
  - Achieves an excellent standard of reporting and consent application
  - Meet revenue budgets and KPIs set by the Board

**Technical Expertise and Professional Development:**

- Maintain up-to-date knowledge of guidelines, technical standards, legislation and codes of practice relevant to industry practice in New Zealand
  - Develop the company’s profile and reputation in specific consultancy streams in defined markets
  - Attend professional development courses to meet CPD requirements and individual performance goals
  - Develop best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met
  - Contribute to building the firm’s intellectual property including templates, precedents and workflows
- KPIs**
- A high level of technical and industry excellence is maintained
  - A high standard of quality assurance is maintained
  - Developing expertise and knowledge in field of discipline

**Business Development:**

- Undertake Consultant of the Day duties
  - Attend client liaison, marketing and networking activities
  - Assist in sales, bid and tender proposals
  - Prepare and deliver client presentations and/or present at industry functions as required
- KPIs**
- Positively promote Envivo to our clients and potential clients
  - Achieving sustained value in retained and new clients

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<b>Essential Requirements:</b>	<b>(What Skills and Knowledge You Need in the Position)</b>
<b>Education/Degree:</b> <ul style="list-style-type: none"><li>• Equivalent Bachelor of Urban Planning degree or higher</li><li>• Working towards full NZPI membership</li></ul>	
<b>Experience:</b> <ul style="list-style-type: none"><li>• Minimum two years related work experience</li><li>• Experience with preparing/processing resource consent applications</li><li>• Previous local government or consulting experience an advantage</li></ul>	
<b>Technology Skills/Packages:</b> <ul style="list-style-type: none"><li>• Microsoft Office (Intermediate)</li><li>• Knowledge of relevant local government plans</li></ul>	
<b>Skills/Abilities:</b> <ul style="list-style-type: none"><li>• <b>Oral Communication:</b> Able to express information clearly in conversations and interactions with others</li><li>• <b>Written Communication:</b> Able to present information and positions in writing in a clear and convincing manner</li><li>• <b>Analytical Thinking:</b> Able to tackle problems and identify issues by using a logical, systematic, sequential approach</li><li>• <b>Professionalism and Integrity:</b> Acts within the scope of their professional competence and in a manner which supports and upholds the reputation of their profession</li></ul>	
<b>Living Our Values:</b>	<b>(What guides us in our behaviours)</b>
<b>Effective communication through honest, transparent feedback:</b> <ul style="list-style-type: none"><li>• Shares important information with team members</li><li>• Gives helpful, behaviourally specific feedback to others</li><li>• Uses appropriate interpersonal styles and methods to reduce tension or conflict</li></ul>	
<b>Being accountable for our results to deliver to our clients and partners and to each other:</b> <ul style="list-style-type: none"><li>• Develops and/or appropriately applies company and industry procedures, requirements, regulations, and policies to deliver client services to a high standard of professionalism</li><li>• Focuses effort to achieving goals through maintaining commitment, overcoming obstacles and getting the work done</li><li>• Strives for excellence in performance of self and others and in the delivery of services</li><li>• Considers and responds appropriately to the interests and important concerns of others</li><li>• Uses and manages resources efficiently and effectively</li></ul>	
<b>Sharing our knowledge to help others develop and grow:</b> <ul style="list-style-type: none"><li>• Provides timely guidance and feedback to help others accomplish a task or solve a problem</li><li>• Shares his/her expertise with others to develop knowledge and experience of others</li></ul>	
<b>Flexibility in our thinking to adapt to unique situations and problems:</b> <ul style="list-style-type: none"><li>• Is open to seeing perspectives other than their own</li><li>• Identifies and understands issues, problems and opportunities</li><li>• Generates or builds upon the ideas of others to come up with new solutions or approaches to working with others, client issues or company processes</li></ul>	

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## Health & Safety Requirements:

### 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 sitting
- 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 and alcohol free working environment

### Health & Safety Actions – you must:

- Comply with the company's Health and Safety Policies at all times
- 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

**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.