

<b>POSITION TITLE:</b>	Policy Planner		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Policy & Planning
<b>REPORTS TO:</b>	Team Leader – Policy & Planning		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS4	<b>GRADE:</b>	14
<b>DATE REVIEWED:</b>	June 2026		

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitanga:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The Policy Planner role is a broad and varied entry-level position that contributes to the delivery of resource management planning functions within the Policy and Planning team. The role provides an opportunity to develop professional planning skills, with guidance and support from Senior Planners and the Team Leader. The Policy Planner will assist in plan development, implementation, and evaluation processes, supporting the delivery of projects to agreed standards, timeframes, and budgets. There is an expectation that the role holder will continue to learn on the job, building their knowledge of planning practice, legislation, and council processes. The role will contribute to planning projects, working collaboratively with team members and supporting project leads. This includes undertaking research, preparing technical reports, assisting with consultation processes, and contributing to policy analysis and drafting. The Policy Planner will develop strong interpersonal and communication skills, working across the organisation and with external parties to support the delivery of quality resource management outcomes.

#### **GROUP AND TEAM GOALS:**

The Policy and Planning team provides the following role and functions as part of the Policy & Regulation Group:

- Manage Hawke's Bay Regional Council's (HBRC) responsibilities as set out in the Resource Management Act (RMA) in relation to the preparation and review of the Regional Policy Statement, Regional Coastal Environment Plan, and the Regional Resource Management Plan to deliver Kotahi (the region's resource management plan) and other planning documents/strategies as may be required.
- A particular focus on contributing to spatial planning processes and the development of the Natural Environment chapter, to improve the integrated management of land use and natural resources across the region.
- Advocate regional resource management policies in relation to district planning documents and resource consent applications notified by the territorial local authorities.
- Engage with central government ministries and agencies on development and review of legislation and other policies relating to management of the region's natural and physical resources.
- Analyse and review the effectiveness of various existing resource management planning documents. Provide sound advice on options for the development of resource management policy to the Regional Planning Committee and Council.

#### **JOB SPECIFIC ACCOUNTABILITIES**

- Contribute to the development of Kotahi and related planning projects, undertaking research and drafting work, and seeking guidance from Senior Planners, Team Leaders, and the Manager Policy & Planning to ensure alignment with the work programme.
- Assist in the preparation of plans, recommendations, and reports in accordance with relevant legislation, bylaws, and District/Regional Plans.
- Support plan review, development, and implementation alongside more experienced planners.
- Assist with project planning and organisation, contributing to the delivery of planning projects within agreed timeframes. Support the preparation of reports and technical inputs (including s32 and committee papers) to an appropriate standard.
- Develop capability to work with tāngata whenua, supporting engagement processes and contributing to policy development.
- Support stakeholder and community engagement processes, including assisting with meeting preparation, communications, and facilitation.
- Maintain regular communication with Senior Planners and Team Leaders, seeking guidance, taking on feedback, and adapting work practices to build capability.
- Attend relevant internal meetings and committee briefings (including the Regional Planning Committee where appropriate), and assist in the preparation of supporting material.
- Actively engage in professional development, building knowledge of planning practice, legislation, and council processes.
- Work collaboratively as part of the Policy and Planning team, contributing to a positive team environment.
- Identify emerging issues or risks in assigned work and raise these with Senior Planners, Team Leaders, or Manager in a timely manner.

- Provide well-researched input and advice to other parts of the organisation, with support as required.
- Undertake research, technical analysis, and report writing within agreed timeframes, under guidance from senior staff.
- Build and maintain effective working relationships with internal teams and external stakeholders.
- All other duties as requested by the position manager, as reasonable to the position.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Other teams and managers

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Treaty settlement entities, Iwi and other community group
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **EMERGENCY MANAGEMENT**

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities, after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuity Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

## **PERSON SPECIFICATION**

### **Minimum Qualifications and Experience required.**

- Relevant bachelor's degree or equivalent tertiary qualification in resource management, public policy or related field.
- Minimum of 1-3 years of experience in a similar role/relevant industry.
- Valid driver's licence required.

### **Knowledge**

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

### **Personal Attributes**

- Open-minded approach to learning and development, with a willingness to work collaboratively.
- Demonstrates sound judgement appropriate to experience level and knows when to seek guidance.
- Contributes positively to team culture and supports a collaborative working environment.

- Shows flexibility and adaptability, with a willingness to learn and respond to change.
- Strong interpersonal skills, with the ability to build effective working relationships internally and externally.
- Ability to gather and analyse information from multiple sources to support well-informed recommendations.
- Able to plan and organise own work to meet agreed timeframes, with support as required.
- Able to identify key issues, understand different perspectives, and contribute to problem-solving.
- Capable of managing a range of tasks and remaining professional in challenging situations, with support where needed.
- Demonstrates a high level of professionalism, including strong listening skills and a courteous approach.

#### **Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

#### **CHANGES TO JOB 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. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

#### **ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name