

## POLICY & PLANNING COORDINATOR JOB DESCRIPTION

**HAWKE'S BAY REGIONAL COUNCIL**

<b>POSITION TITLE:</b>	Policy & Planning Coordinator		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Policy & Planning
<b>REPORTS TO:</b>	Manager – Policy & Planning		
<b>RESPONSIBLE FOR:</b>	Nil		
<b>FAMILY:</b>	OS7	<b>GRADE:</b>	11
<b>DATE REVIEWED:</b>	November 2020		

### HBRC STRATEGY

#### Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

#### 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:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

#### Our Focus:

- **Water quality, safety and certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

### POSITION SUMMARY

The purpose of the role is to provide high quality administration support to the Policy and Planning Manager and Team, supporting plan development processes and enabling the Team in meeting project milestones and legislative requirements.

### GROUP AND TEAM GOALS:

- 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 and other planning documents/strategies as may be required.

- A particular focus is the preparation of freshwater management plans (in accordance with the NPSFM) to improve the way land and freshwater resources are managed in 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.
- Contribute to the development of future strategies and strategic planning for the region.

## ORGANISATIONAL CONTEXT



## FUNCTIONAL JOB SPECIFIC ACCOUNTABILITIES

Administrative support to the Policy & Planning Team, including:

- Timely and accurate administration support and advice is provided to the team including report and letter drafting, information gathering and collation, mail merges; presentations (Prezi, PPT, PDF).
- RMA planning processes are supported, such as coordination of submissions and further submissions, input date into Consult24 (submissions database), liaison with system provider as and when required.
- Administrative support for Consultation meetings and Hearings, such as organisation and coordination of timetable, venue, tech support, assemble and print reports, booking of flights and accommodation etc.
- Assisting Team in collating, auditing, copying and distributing Hearing Decisions.
- Respond to Commissioner and Submitter non-technical queries.
- Liaise with MarComms regarding updates for website.
- Maintain up to date reporting and planning templates.
- Assist with contracts.
- Assist with ePlan development.

Effective relationships are built and maintained across the team to ensure high quality service is provided.

Workloads are managed effectively to ensure timeframes are achieved and quality support is provided.

Customer Service

- All community customers, groups and contacts receive a friendly, professional, high quality service.
- Enquiries are responded to with accurate and appropriate information, and in a timely manner.

- Service and processes are continually monitored to identify improvement opportunities for HBRC to enhance its service both internally, and to the community.
- Ensure that all records are maintained accurately and in accordance with legislation and HBRC policy.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- RPC Tāngata Whenua Representatives
- Team members
- Other HBRC staff

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- 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 actively and enthusiastically promote the concept of continuous improvement 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 a Civil Defence 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. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum academic qualifications required

- NCEA level 2 literacy and numeracy.
- Valid driver's licence required

### Working Knowledge

- Excellent administrative ability
- Computer literacy and proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems.
- Experience of working in a policy, governance, or legal environment would be an advantage.

### Advanced knowledge

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

- Knowledge of, or an interest in, local government processes would be an advantage
- Communicating effectively to convey and interpret data/information.

- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Presentation and design skills
- An understanding of relevant legislation e.g. Resource Management Act 1991 & the Local Government Act 2002 and the obligations to Māori would be an advantage.

#### **Personal Attributes**

- Ability to effectively plan and organise work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes. Requires excellent organisation and time management skills. Attention to detail.
- Enthusiasm and a strong team focus.
- A willingness to learn, develop and evolve.
- Excellent relationship management skills with a focus on providing service to both internal and external customers.
- Excellent communication skills with an ability to work in a team to deliver quality service to a range of stakeholders.
- Ability to cope with a variety of work and under pressure.
- A high level of courtesy and listening skills.

#### **Awareness**

- Community, cultural and political awareness.

### **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.

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Employee Signature

\_\_\_\_\_  
Date

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