

Position description

Position title:	Graduate Planner	Team:	Planning Graduates
Division:	Chief Planning Office/ Regulatory	Reports to:	TBC
Department:	Rotations: Regulatory (Resource Consents, Compliance Monitoring); departments in Chief Planning Office (CPO)	Direct reports:	Nil
Unit:	Dependent on department	Indirect reports:	Nil



Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.



Purpose of the job

The aim of the planning graduate position is to give young planners exposure to the wide variety of planning and planning-related positions that are available at Council. This is an excellent opportunity to participate in key projects in different fields and to broaden your planning knowledge and skills.

The graduate will rotate through key functional teams within the Chief Planning Office and Regulatory (Resource Consents, Compliance Monitoring) over the course of the 2-year programme. Each rotation will include a mix of on-the-job learning and stretch projects, as well as work allocation typical for the area in which they rotate. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

The rotations include the provision of professional advice and expertise in the following areas:

- Resource consents
- Compliance Monitoring
- Statutory planning, area spatial planning and place-making
- Policy development and analysis
- Strategy development and analysis
- Unitary Plan / Auckland Plan development and monitoring



Key responsibilities

Work Excellence

- Effectively carry out work allocated, either independently or as part of a team
- Provide up-to-date, relevant best-practice input
- Identify opportunities to contribute to team or business objectives and actively seeks to provide input
- Identify and recommend opportunities for improvement

Relationship Management

- Support others, build partnerships and work to meet shared objectives and outcomes
- Work with teams and others, respecting their views, gaining trust and support
- Develop and maintain effective relationships with internal and external stakeholders
- Manage conflict effectively to ensure a functional professional relationship is maintained

Customer Service

- Provide excellent customer service to both internal and external customers

Professional Development

- Actively seek learning opportunities and take responsibility for own professional development
- Take action to communicate these and contribute to identifying relevant support to meet these needs
- Take on the challenge of unfamiliar tasks and learning
- Apply learnings to advance professional competence
- Actively learn through experimentation, using both successes and failures as learning opportunities

Technical responsibilities

Resource consents:

- Provide accurate information to customers and members of the public about planning documents and resource consent application processes and procedures
- Apply resource management expertise to the assessment of building and resource consent applications and processing low risk planning applications

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	<p>Chief Planning Office:</p> <ul style="list-style-type: none"> • Area spatial planning and placemaking practice and implementation • Development of strategies, policies and projects, as required. • Analysis and monitoring of the Auckland Unitary Plan • Statutory planning - Assisting with processing of statutory plans and notices of requirement • Specialist planning advice and relationship management with both internal and external stakeholders • Urban design and/or heritage related work and research <p>Compliance Monitoring</p> <ul style="list-style-type: none"> • Being accountable for carrying out the activities, processes and tasks required to deliver a high-quality monitoring service. • Ensure active resource consents are monitored in accordance with agreed processes and timeframes. • Determine areas of non-compliance for district and regional consents and assess impacts against statutory requirements as well as community and environmental effects. • Where enforcement action is required, collect and prepare accurate and admissible evidence. <p>Organisational obligations</p> <ul style="list-style-type: none"> • Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • Action Auckland Council's good employer obligations and equal employment bicultural policies and practices • As an employee of the Council, you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this Council function • Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures • Promote activities and initiatives that assist Auckland Council to achieve its common purpose • Promote one-organisation initiatives and action these service characteristics • As an employee of Auckland Council, you are required to familiarise yourself with, and comply with, all organisation policies, including the Auckland Council Code of Conduct.

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Outcomes

Work excellence – you will:

- Be able to effectively carry out work allocated both independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seek to provide input
- Identify and recommend opportunities for improvement
- Complete work in a timely manner and to a high standard
- Actively listen to others' contributions, seek clarity to advance own learning or understanding, and apply that learning to wider context
- Be recognised as a valuable contributor to achieving team and business objectives.

Relationship management – you will:

- Develop and maintain effective relationships with internal and external key stakeholders
- Meet business objectives.

Customer service – it's important that:

- Excellent customer service is provided to both internal and external customers
- Auckland Council customer service standards are consistently met
- The reputation of the individual, their immediate team and Auckland Council are enhanced.

Professional development – it's an ongoing process to:

- Take responsibility for identifying your own learning and development needs
- Take action to communicate these and contribute to identifying relevant support to meet these needs
- Apply new and key learnings to advance professional competence
- Proactively take opportunities to participate in learning activities



Key skill

Qualifications

Essential

- A New Zealand accredited tertiary qualification, bachelors degree or higher in a relevant field, specifically Planning/Resource Management/ Planning-related degree
- Driver's licence required
- Eligible for membership of relevant professional organisation.

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	<p>Experience</p> <ul style="list-style-type: none"> No prior work experience required; however, work experience (paid or unpaid) in related fields is an advantage. <p>General competencies</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> Understanding of the statutory and policy framework for planning Strong verbal and written communication skills Good interpersonal skills Excellent time management and organisation skills Problem solving and decision-making skills Experience using Microsoft Office applications, particularly Excel and Word <p><u>Desirable:</u></p> <ul style="list-style-type: none"> Proficiency in Te Reo and an understanding of te Ao Māori; Understanding of Te Tiriti o Waitangi and its relationship to Local Government Knowledge of tikanga Māori and an ability to relate with iwi and hapu.
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 <p>Job requirements</p>	<p>Resource Consents rotations will be in any of the following office areas: Auckland City, Henderson, Orewa, Waiheke, and Manukau. Where possible, graduates will be in locations convenient to their home.</p> <p>Rotations are set depending on business need and the graduate's interests and development needs.</p> <p>Day-to-day duties during a rotation may also require some travel to other Council buildings, customer premises and other work sites as required.</p> <p>Key relationships</p> <p>Internal:</p> <ul style="list-style-type: none"> Team leaders and teams Buddies in specific teams to provide peer support Mentor as assigned to provide professional development guidance Graduate Liaison Officers throughout programme <p>External:</p> <ul style="list-style-type: none"> All external parties as designated by the authorised manager
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The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
 Job framework	Job function:	Job family:	Job:
	Graduates - Planning	Regulatory Services/ Policy	Graduate Planners

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