

SCHEDULE 2: POSITION DESCRIPTION

Job title	Planner
Department	Planning & Environmental Science
Reports to	Regional Lead Planning & Environmental Science
Date	November 2022

1. PURPOSE OF POSITION


Reporting to the Regional Lead Planning & Environmental Science and working as part of the broader Planning and Environmental Team, this role is responsible for assisting with the provision of exceptional planning services to clients on a day-to-day basis.

Collaborating across departments (Surveying, Aerial, Environmental Science, Farm Environmental), and with external partners (Contractors, Councils and Clients) the Planning Team uses a strategic approach and project management disciplines to ensure all jobs are professionally managed and expectations are exceeded

2. PURPOSE, VISION & VALUES


Here at Landpro we have vision to be the best little consultancy in the world. We do this through creating and inspiring sustainable solutions through expertise, innovation and technology, the purpose of which is to help our clients make the most of their land.

Our core values are



BE HONEST

Being honest is at the core of who we are. This means that ultimately, we do what we say we do. We are committed and dependable. We won't hide from giving advice that is right for our clients or telling people something that they may not want to hear. We will however do this with respect and integrity, and in return we gain the trust of the people who partner with us.



BE YOUR BEST

*Always pitch up.
Always give your best, even when it's hard.
Remember you are awesome.
Be prepared to listen and learn.
Be prepared to share and help.
Be prepared to try and fail.
Be prepared to succeed.
Most importantly, be yourself and remember to have fun.*



BE COLLABORATIVE

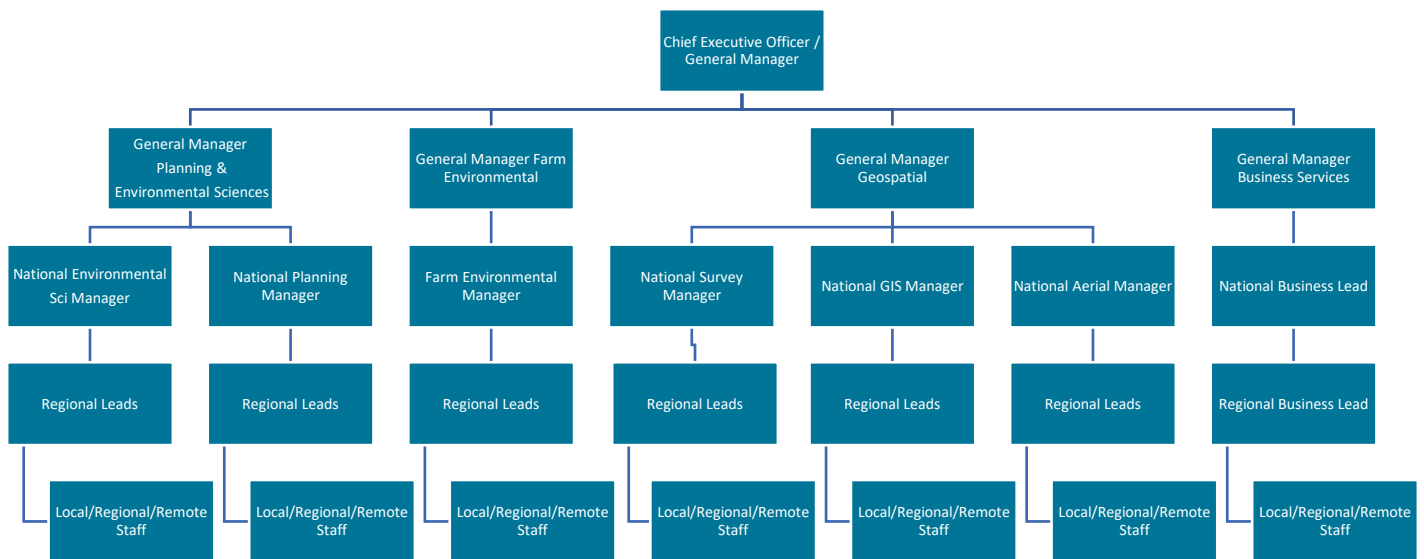
*We are a team. Our strength lies in working together.
We can't do it all on our own.
Relationships matter and remember that it is how you make people feel that counts.*

3. ORGANISATIONAL STRUCTURE

Landpro is a multi-disciplinary team of experts whose experience covers all aspects of Planning, Environmental Science, Survey and Geospatial Consultancy. At Landpro our vision is to “be the best little consultancy in the world”, and our purpose is to “create and inspire sustainable solutions through expertise, innovation and technology” – we even have our own planes to help with this!

We are a successful company that is committed to making a difference in the regions we work, which is predominantly Southland, Otago and Taranaki for now.

Our people truly are our greatest asset, they are flexible, hard-working and all-round great people: we care about meeting the needs of each other and our clients. As a company we are focused on fostering long term opportunities for the growth of our people. Our office locations are fantastic places to max out your playtime and offer great outdoor activities around the sea, snow, lakes, hills and trails... make the most of working flexitime at Landpro!



5. KEY RELATIONSHIPS

KEY RELATIONSHIPS	TYPICAL NATURE OF CONTACT
Planning & Environmental Science Team	We work as a team to simplify complexity; share and create knowledge, while having fun; and ultimately deliver exceptional solutions for our clients
Councils/Regulatory Agencies	Facilitate enduring partnerships and relationships, understanding philosophy, principles and approach, in order to navigate changes and facilitate efficient and effective outcomes for clients
Clients	<p>Building positive relationships with clients and provide unbiased evidence, direction and solutions relevant to the clients needs and expectations</p> <p>Relationships before business is our point of difference for clients - we care for our clients and their projects</p> <p>Knowing our community (internally and externally) sets us apart and connects us</p> <p>Champion the Landpro product/service and explore broader solutions for mutually beneficial outcomes with clients/partners</p>
Consultants/ Contractors	Facilitate enduring partnerships and relationships with external/international partners and contractors to deliver on time and to Landpro's quality needs in a mutually beneficial way

6. AUTHORITIES

This position has no authorities.

7. SUPERVISES

This position has no supervisees.

8. KEY ACCOUNTABILITIES

The standards we expect to see:

ACCOUNTABILITY	PERFORMANCE INDICATOR
<p>Preparation of both district and regional council resource consent applications, preparing submissions on planning documents, preparing planning documents and AEE's, including management plans.</p> <ul style="list-style-type: none"> Ensuring the planning services provided are independent, pragmatic and sustainable solutions for our clients All documentation prepared in accordance with industry best guidelines, legislative requirements and company policies and procedures. 	<ul style="list-style-type: none"> Undertaking and leading consultation and stakeholder engagement, DOC concessions, applications to LINZ, and other documents on an as required basis. Preparation and attendance at consent hearings and Environment Court level may also be required. Applications/Documents are prepared in accordance with timeframes agreed with client at outset of project. Documents meet the legal requirements of the RMA, Local Government Act, Land Act and Crown Pastoral Land Act, as well as any other necessary legislation. Risks are adequately outlined & agreed to with clients at the outset of project <ul style="list-style-type: none"> Sec. 92 requests are minimised.
<p>Maintain the highest professional service to Clients & Partners</p> <ul style="list-style-type: none"> All tasks are carried out in a professional manner, reflecting the Landpro values and in the best interest of the client. 	<ul style="list-style-type: none"> All jobs are prepared in a timely manner, without delay. The Client is aware of job status, milestones and any delays at all times Communication with the client remains above client expectations Repeat business occurs as a result of excellent service Client complaints are minimised – but if they occur, they are handled with input from one of the executive team. Key business alliances are maintained with councils, clients and consultants
<p>Maintain consistent vigilance towards Health and Safety</p> <ul style="list-style-type: none"> Adhere to Landpro's Health & Safety and Quality Plans and procedures, taking reasonable care of oneself and others who may be affected by ones actions. 	<ul style="list-style-type: none"> All legislative environmental and health and safety requirements are adhered to. All Landpro Health & Safety and Quality Plan and Safe Work Procedures are followed All incidents are reported in a timely manner via Auditz. Ensure all work sites have an active Health and Safety plan
<p>Maintain up to date administration & reporting</p> <ul style="list-style-type: none"> All tasks are carried out in accordance with company administration procedures. 	<ul style="list-style-type: none"> Keep clear, precise and factual notes and files. Work presented to a consistently high standard. Complete weekly timesheets via WorkFlow Max Undertake client invoicing. All timesheets and other administration requirements are undertaken on a weekly basis, and client invoicing completed on a monthly basis
<p>Be a high involvement Team Member</p> <ul style="list-style-type: none"> Contribute to the evaluation and implementation of continuous improvement processes for the company, Survey Team and self. 	<ul style="list-style-type: none"> Handling a demanding and ambiguous workload, with long term work horizons while remaining flexible and agile about what needs doing now; Mentoring and supervising less experienced team members; Handling some enquiries and/or tenders, so that the potential clients have confidence to work with Landpro on their project;

ACCOUNTABILITY	PERFORMANCE INDICATOR
	<ul style="list-style-type: none">• Providing peer reviews on your colleagues' work;• Work collaboratively with other sections/units of Landpro towards organizational and team outcomes• Participate in the development of companywide initiatives and marketing.• Attend fortnightly meetings with the survey team & bimonthly All staff meetings• Meet monthly with supervisor/management and/or senior staff to discuss performance, monitor progress and consider future requirements• Commit to developing an individual action plan and delivering on the agreed professional development plan with your manager biannually

9. SUCCESS PROFILE

KNOWLEDGE	EXPERIENCE
<ul style="list-style-type: none"> • A recognised professional qualification in Environmental Science, Environmental Management or Resource Management (or similar) at tertiary level • Membership of the New Zealand Planning Institute or other Professional Industry Group is preferable. • Understanding of the Resource Management Act and all relevant legislation, including National Environmental Standards and National Policy statements relating to the provision of planning services for a wide variety of projects and clients. • A New Zealand Drivers Licence. • Authorisation to work in New Zealand (or New Zealand citizenship or residency). • Detailed knowledge of MS Excel, including use of formulas and pivot tables. • Confidence and ability to work safely in and around water. 	<ul style="list-style-type: none"> • A minimum of 5 years (or equivalent) in environmental science and planning either in Local Government or other relevant organisations engaged in environmental management/planning or a closely related field. • An excellent understanding of regional and district council consent processes and associated legislation • Passion for, or experience across one of the following: Primary production, water science or subdivision development • Experience leading diverse projects and facilitating complex multi-stakeholder jobs • As confident working independently and solving problems on the fly as working collaboratively within a team.
PERSONAL STYLE	COMPETENCIES

Collaborating: Working cooperatively with others to help a team or work group achieve its goals.

Engagement Disposition: Demonstrating a willingness to invest your time, talent, and best efforts in accomplishing organisational goals.

Applied Reasoning: The ability to solve problems, identify trends and interrelationships between data and information, and effectively reason through complex challenges.

Continuous Learning: Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Initiating Action: Taking prompt action to accomplish work goals; taking action to achieve results beyond what is required; being proactive.

Influencing: Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.

Communication: Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others.

Planning and Organizing: Establishing an action plan for yourself and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.

Building Customer Relationships: Ensuring that the customer's internal or external needs are met; building productive relationships with high-priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.

Adaptability Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.

Driving for Results: Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.

Broadening Business Value: Exploring customers' underlying issues and needs that suggest broader solutions; maximizing the productiveness of sales interactions by building on customer cues to gain commitment to products, services, and solutions; articulating and promoting a path forward.

10. CHANGE TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature or our work environment, including technological requirements. Such change may be initiated as necessary by the Executive Directors

Date:

Team Leader: _____

Date:

Employee: _____
