



Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

Job Title	Planner
Directorate/Team	Area Team / Operations
Report To	Area Manager
Role Purpose	The Planner is responsible for delivering Heritage New Zealand’s statutory planning services for Resource Consents, Local Government Plans and Environment Court hearings and for promoting stakeholder awareness and understanding of heritage values and conservation through all aspects of Heritage New Zealand’s work.
Direct Reports	Nil
Key Relationships	Internal – Area Manager, Regional team, Manager Statutory Advocacy, Pouarahi, Legal Services Advisor, staff in the Operations Directorate and all Heritage New Zealand staff. External – Owners of listed properties and other heritage properties, Iwi and Hapu, Heritage users and developers, Local government staff and elected representatives, Heritage professionals, Professional associations, Community based heritage organisations. Heritage New Zealand members and volunteers.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Provide timely and effective advice to the Area Manager and the area/regional team on heritage resource management issues. Deliver Heritage New Zealand’s statutory planning services for Resource Consents, Local Government Plans and Environment Court hearings.
Performance Accountability (2)	Deliver high quality heritage advice to stakeholders throughout the area/region and, on occasion, the wider organisation on Heritage New Zealand activities and projects as required. Actively seek opportunities for partnership with key stakeholders to achieve greater appreciation and awareness of historic heritage.

Performance Accountability (3)	<p>Promote understanding of, and enthusiasm for, the identification and conservation of historic heritage values.</p> <p>Take a key role in the regular initiation and delivery of local government and community focused heritage seminars and training in conjunction with the Regional Services Team.</p> <p>Actively promote membership of Heritage New Zealand.</p>
Performance Accountability (4)	<p>Maintain databases and systems as required.</p> <p>Participate in and/or manage regional projects as required by the General Manager.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p>
Bi-cultural Responsiveness	<p>Promotes the principles of the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae).</p>
Health and Safety	<p>Ensures all requirements of health and safety are exceeded.</p>
Organisational Policies and Procedures	<p>Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.</p>

Person specification - Essential Competencies and Attributes

Intellectual and Analytical Management	<p>Makes recommendations and decisions on appropriate information.</p>
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Sets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p>
External Relationship Building	<p>Builds and maintains positive and constructive working relationships externally.</p> <p>Achieves clear and effective two way communication with a wide range of people in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p> <p>Clearly and courteously communicates the position of Heritage New Zealand Pouhere Taonga and maintains it when required, even when in conflict with stakeholder views.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, within the team and wider organisation.</p>

Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.
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In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experiences

Professional Experience and Credibility	<p>Experience and competence in planning and resource management work including resource consents, regional and district plans, Long Term Council Community Plans, annual plans, strategy documents and other planning processes</p> <p>Experience in preparing and presenting reports and recommendations to decision making bodies such as boards, Iwi, councils and the Environment Court</p> <p>Proven practical knowledge of the Resource Management Act and other relevant legislation, and its application to heritage protection and Maori cultural values.</p> <p>Experience of biculturalism and the Treaty of Waitangi in relation to heritage and resource management.</p> <p>Negotiation and conflict resolution, particularly in relation to resource management and heritage issues</p> <p>Research skills and the preparation of planning and related educational materials for various audiences</p> <p>A current driver’s licence</p>
A tertiary qualification	Required in planning or related field.