

Position description

Position title:	Principal Specialist Subdivision	Team:	Subdivision
Division:	Regulatory Services	Reports to:	Simon Tredgett
Department:	Resource Consents	Direct reports:	Nil
Unit:	Specialist Unit	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 Regulatory Services principal specialist (subdivision) provides expert technical support to subdivision teams, unit managers and planning team leaders and assists with achieving a consistent regional approach to the provision of subdivision services.

The role will require working collaboratively across council, agencies and communities to effectively contribute towards the delivery of the Māori Responsiveness Plan for Tāmaki Makaurau and create a coherent linkage with the council's overall work programme to achieve Maori outcomes."



Key responsibilities

Be aware of, and demonstrate, the principles of Our Charter which sets out the expectations for conduct at Auckland Council and demonstrate, Our Behaviours in ways that are explicitly supportive of inclusivity and adaptability in every aspect of our work.

- Provide expert technical advice to support the work of the subdivision teams, Unit and Department
- Develop and maintain subdivision processes and improvement initiatives to ensure that subdivision inputs are robust, efficient, consistent and proportionate
- Contribute to subdivision team members development through coaching and mentoring to achieve effective and efficient delivery of services
- Resolve any escalated issues and informing the team leader and manager when required
- undertaking a training role to widen the subdivision skills and knowledge of others ensuring they develop as professionals
- coordinating unit response to strategic and operational issues– e.g. submissions on legislative change
- take reasonable care of your own health, safety and wellbeing and reasonable care that others are not harmed by something you do or don't do
- follow any reasonable health and safety instructions given to you by the business, as far as you are reasonably able to
- co-operate with any reasonable business policy or procedure relating to the workplace's health and safety that you have been told about
- attend and actively contribute to Health Safety meetings and complete all mandated health & safety training



Outcomes

- Subdivision, specialist, planning and engineering teams are provided with technical support on complex matters.
- Practices are developed & maintained which drive consistent practice region-wide.
- Policy, process and practice programmes are delivered in line with the department's business priorities.
- Innovative solutions developed to increase efficiency
- Proportionate and robust decision-making is supported by guidance.
- Regular auditing of processes undertaken and improvements identified
- Legislative changes, case law, plan changes and new policy monitored and incorporated into all planning and subdivision procedures
- Input into policy changes and proposals, and the integration into business as usual is managed to limit risk and influence practical outcomes.
- Region-wide training is prepared and delivered
- Subdivision staff are developed through mentoring and coaching.
- Strong relationships are formed across the principal specialists in regulatory services and in the wider Council and CCOs.

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 <p>Key skill</p>	<ul style="list-style-type: none"> • Programme management and co-ordination • Relationship and stakeholder management, political management • Coaching and mentoring • Problem solving and ability to find innovative solutions to complex technical issues • leading through challenging and influencing others • Ability to think strategically and understand interdependencies • Highly organised – plans and prioritises effectively to meet competing deadlines
 <p>Job requirements</p>	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field (e.g. planning, resource management, surveying) • 7+ years in a relevant technical and / or leadership role • Excellent knowledge and understanding of subdivision processes, Local Government legislation and the RMA • Understanding of tangata whenua and Te Tiriti o Waitangi issues

Disclaimer

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:	
Simon Tredgett		22 nd September 2010	
 <p>Job framework</p>	Job function:	Job family:	Job:
	Principal Specialist Subdivision	AC - Regulatory Svcs Resource Consent	

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