

Service Planner

The Kāpiti Coast District Council is looking for an enthusiastic and passionate Service Planner to join our Resource Consents team. With a knowledgeable and innovative leadership team we offer the opportunity to work in a friendly and supportive team environment and use your skills to provide technical advice to Council's resource consents customers.

The successful candidate will have knowledge of the Resource Management Act, is great at building relationships and enjoys interacting with an engaged and informed community. This role is ideal for someone wanting to be involved in the planning industry and has an interest in using their knowledge and skills through interpreting and providing advice on the District Plan.

The main functions include attending to public enquiries while providing accurate and responsive information, checking resource consent applications for completeness and providing support to a high functioning team of planners. With a strong focus on customer service and the regular interactions with our community the role requires someone who is adaptable, takes the initiative and is able to think quickly on their feet.

With increasing population and financial growth, major expressway roading projects underway, a diverse and dynamic coastal environment, and decisions on the Proposed District Plan, it is a great time to be involved with planning in the region. We have a strong focus on improving our practices so we're after someone who takes pride in their work, has a good eye for detail and a passion for continuous improvement.

We are looking for someone that will fit seamlessly into our diverse and friendly Council and offering a chance to be a part of an inclusive and supportive environment.

Key requirements for this role:

- A relevant tertiary qualification in planning
- Good knowledge and understanding of the RMA
- Excellent interpersonal skills and a demonstrated proactive and collaborative approach
- Great written and oral communication

Beautiful beaches and a short journey to Wellington make the Kapiti Coast a great place to live and work. Working for the Kapiti Coast District Council means being part of a caring, dynamic and effective customer-focused team who make a positive difference in the community we serve.

Enquiries about this position should be directed to Eloise Carstens Resource Consents Team Leader 04 296 4700 or free phone 0800 486 486.

Further information about the position and application documents are published on our website at www.kapiticoast.govt.nz

Please note you must be eligible to work in New Zealand.

Applications close 12.00 noon Monday, 15 July 2019.

Please email your cover letter, CV, completed Council Application, Criminal History Check, Credit Check and Police Vet forms, copy of your work visa (if applicable) and driver's licence marked "Resources Consents Service Planner Ref 01" to judy.rennie@kapiticoast.govt.nz