



## **SIGMA CONSULTANTS LIMITED**

### **JOB DESCRIPTION**

**TITLE:** INTERMEDIATE/ SENIOR PLANNER

**REPORTING TO:** PLANNING PRINCIPAL

**PURPOSE:**

To: Provide professional planning advice and services to clients.  
To: Assist Planning Principal with Planning Projects

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### **RESPONSIBILITIES**

1. Complete assignments in accordance with client's requirements, approved budget, timetable, and professional standards, under the direction and guidance of the Planning Principal.
2. Provide assistance to other disciplines where practicable and as directed by the Planning Principal.
3. Carry out site visits and liaise with clients as required by specific projects.
4. Assist the Planning Principal with project scoping, fee estimates and budgets, work programmes and work schedules and monitoring project performance as necessary.

### **SPECIFICATIONS**

Essential:

- Tertiary qualification in planning or resource management preferably recognised by NZPI for full membership.
- Minimum of 3 years post university experience in relevant employment.
- Ability to work positively and constructively with clients and Councils
- Good oral communication skills.
- Ability to express opinion and concepts clearly and accurately in writing.
- Initiative and self motivation without continual supervision.
- Clean driver's licence.
- Reasonable level of fitness.

Desirable:

- Secondary qualification or other expertise advantageous but not essential.
- Background or experience in tikanga maori and/or iwi consultation.

### **WORKING CONDITIONS**

Based in Rotorua but possibility of occasional out-of-town projects of one or two days duration.

For further information please email Linda Kennedy – [lindak@sigmaconsult.co.nz](mailto:lindak@sigmaconsult.co.nz)