

# District Plan Planning Technical Support Officer

## Permanent - part-time (20 hours per week)

Are you a passionate, well organised person looking for part-time employment in the planning field?

The Kāpiti Coast District Council is looking for an enthusiastic person to join our District Planning team. This role is key in supporting our team of planners as they take on the key challenges for the district, including preparing for growth and adapting to climate change.

The successful candidate will have a high degree of computer literacy, strong organisational and interpersonal skills, and knowledge of the Resource Management Act. Our team has a focus on process improvements and keeping up with industry best-practice, so we are looking for someone who takes pride in their work, has a good eye for detail, a strong work ethic, and values continuous improvement.

Beautiful beaches and a short journey to Wellington make the Kāpiti Coast a great place to live and work. Working for the Kāpiti 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 Amanda Cottrell, 04 296 4893 or free phone 0800 486 486.**

**The preferred candidate will be required to undergo the usual pre-employment checks, including drug and alcohol screening, criminal history, and credit checks. Please note you must be eligible to work in New Zealand.**

Further information about the position and application documents are published on our website at <https://www.kapiticoast.govt.nz/>

**Applications close 12.00 noon Tuesday, 27 October 2020.**

**Please email your cover letter, CV, completed Council Application form, copy of your work visa (if applicable) and driver's licence marked 'District Plan Planning Technical Support Officer Ref:045' to [amanda.cottrell@kapiticoast.govt.nz](mailto:amanda.cottrell@kapiticoast.govt.nz)**