

POSITION DESCRIPTION

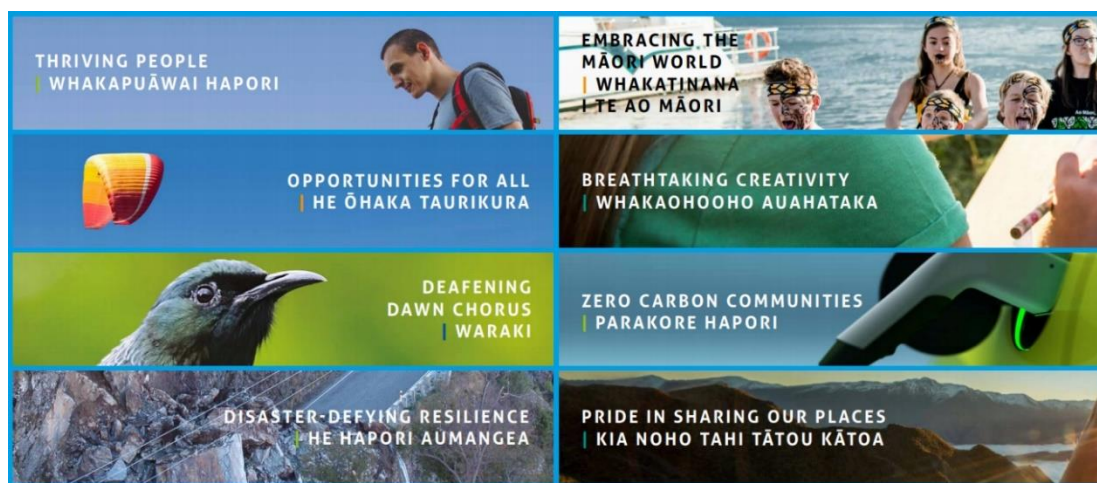
Position:	Subdivision Officer and Technical Administration - Fixed Term 18 Months
Division:	Planning & Development
Location:	Queenstown
Reports to:	Team Leader, Subdivision, Development Contributions and Property
Date:	June 2022

BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 40,750 which is projected to increase to 53,510 by 2031¹. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has undergone significant and sustained growth in both resident population and in international and domestic visitor numbers. On a peak day in 2018, visitor numbers totalled 79,300 which is projected to reach 91,270 on a peak day in 2031². The overall growth pressures the district is experiencing has led to the draft 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade³.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



¹ QLDC demand projections, July 2020

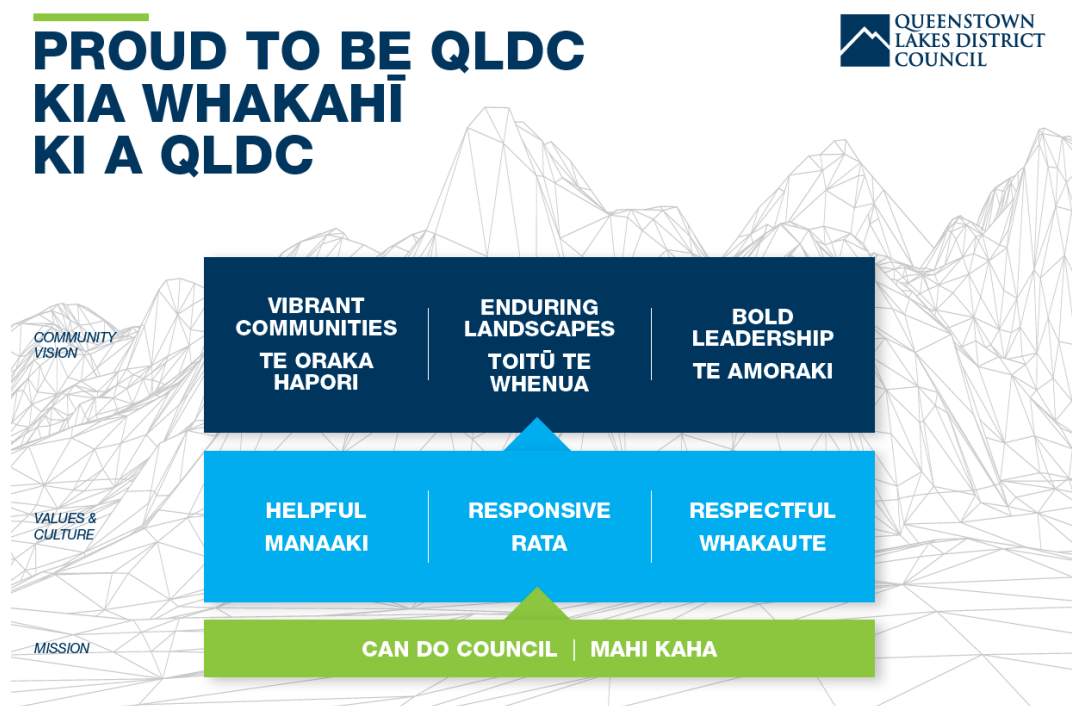
² QLDC demand projections, July 2020

³ Draft QLDC Ten Year Plan 2021 - 2031

VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 400 FTE in January 2021, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



PURPOSE

This fixed-term position is primarily to assist with the Subdivision function within the Resource Management Engineering, Subdivision, Development Contributions and Property team at QLDC. The successful candidate will also likely assist by undertaking various other technical administration tasks within the functions of the overall team where required. Such tasks may include processing Licence to Occupy and Temporary Road Closure applications and assisting with the Engineering Acceptance function. In house training will be provided to ensure the successful candidate can be responsible for various tasks to support the team. Subdivision Officers are responsible for the approval of survey plans and the preparation and release of certification and associated Local Government and Resource Management Act documentation as they relate to subdivisions and developments. Essentially it requires attention to detail and confirmation that information required has been provided to QLDC.

This role requires a high degree of flexibility as well as strong communication skills and ideally the ability to read and interpret scheme and survey plans.

The ideal candidate will be enthusiastic and well organised and enjoy working in a fun but busy environment. This role offers challenging and engaging work and will suit someone with a strong work ethic. As the successful candidate, you will be keen and willing to take on any challenge.

KEY TASKS

Subdivision:

- Undertake various tasks required by legislation to finalise the subdivision of land process.
- Assess and approve survey plans within statutory timeframes.
- Coordinate the preparation and execution of S224c certificates of completion and all other documentation for the release of the subdivision upon completion of works.
- Coordinate the execution of bonds, consent notices and covenants and related registerable documents.
- To promote public and departmental awareness of policies and practices in relation to the subdivision consent process.
- To deal professionally and effectively with any pre-application meeting or interaction with internal and external customers.
- To be responsive to technical issues raised by customers in relation to the subdivision process and land title issues in a timely and efficient manner.
- Responding to counter, telephone, email and mail enquiries.
- Monitoring and coordinating individual workflow and undertaking tasks within specified statutory timeframes.
- Undertaking tasks delegated by the Team Leader, Subdivision, Development Contributions and Property and the Manager where required.

Licence to Occupy, Temporary Road Closures and Engineering Acceptance Assistance

- Process Licence to Occupy, Temporary Road Closure applications in a timely manner and in accordance with Council's requirements.
- Liaise with applicants to keep them informed of their progress or application requirements.
- Liaise with other Council departments as required for feedback on proposals.
- Prepare reports for decisions on applications.
- Prepare and execute licences when required.
- Assist with public queries in relation to these processes.
- Attend meetings where required to answer any queries in relation to reports.

Engineering Acceptance Technical Administration Assistance if Required

- Undertake a vetting process with applications to ensure primary general application information requirements are met.
- Resolve in simple terms what is being applied for in each application.
- Compare applications against Resource Consents to ensure what is being sought is clear.
- Clearly outline in a template document basic application information to facilitate processing of engineering designs by QLDC and contract engineers.

Relationship Management

- Provide excellent customer service, proactively solving problems and deliver results. Keep customers informed of progress.
- Manage stakeholder relationships through on-going dialogue. Take a long term perspective in ensuring delivery, satisfaction and value for money.
- Works collaboratively with other members of the Planning and Development team.
- Cultivate a professional and positive image for QLDC with the community.

Risk Management

- Highlight risk areas in relation to the Development Contributions process and Council policies procedures and standards.
- Ensure legal advice is sought when appropriate in relation to the Development Contributions process where this may assist in minimising the risk to Council.

Health & Safety

- Supports emergency response and life link infrastructure requirements.
- Promote a culture focused on H&S with infrastructure management and public services.
- Ensure observance of H&S in all relationships and work undertaken for QLDC.

Corporate Responsibilities

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Ensure compliance with all legal/statutory and QLDC requirements for health and safety of all staff, visitors and users of QLDC recreation and leisure facilities.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.
- Contribute to Councils "Can Do" attitude.
- Exhibit a positive attitude.

KEY RELATIONSHIPS

Internal:

- General Manager - Planning & Development
- Manager - Resource Management Engineering, Subdivision and Development Contributions
- Team Leader, Subdivision, Development Contributions and Property
- Infrastructure and Assets Division - Chief Engineer & Parks and Reserves Planning Manager
- Resource Management Engineers & Resource Consent Planners
- All Council Staff

External:

- Consultants
- Surveyors
- Lawyers
- General Public

ACCOUNTABILITIES AND DELEGATIONS

No financial delegations held.

No staff management responsibilities.

PERSON SPECIFICATION

- A Tertiary qualification.
- Knowledge of the RMA, Local Government Act and related legislation.
- Familiarity with land development, subdivision planning and administration.

- Project management skills and ability to manage multiple assignments.
- Use of Microsoft Office applications (Excel, Word, Outlook).
- Detail orientated.
- Proven ability to work without supervision; effective time management and strong organisational skills.
- Good written and verbal communication skills with attention to detail.
- Ability to establish and maintain effective relationships with stakeholders (internal and external) and gain their respect and trust.
- Convey a professional and positive image, in a courteous and efficient manner.
- Highly motivated, achievement-oriented and innovative professional.
- The attitude and drive required for supporting the organisation's vision.
- The flexibility and initiative to take on new tasks and proactively identify opportunities for the organisation.
- A positive, friendly easy going yet professional attitude in all dealings with stakeholders and colleagues.

Preferred

- Experience within the Surveying, Engineering or Resource Management field.
- Familiarity and working knowledge of Land Online (LINZ).
- Familiarity with Techone or similar integrated information system.
- Sound understanding of the public sector.

COMPETENCIES

Core competencies for all employees of QLDC:

Customer focus	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Action oriented	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Integrity & trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps

	confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Relationship management & teamwork	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.
Health & safety	<ul style="list-style-type: none"> • Ensures compliance to all legal/statutory and company requirements for Health and Safety • Adheres to all QLDC's Health & Safety policies and procedures • Is actively involved in QLDC's health and safety systems • Reports any pain, discomfort or other health & safety concerns as soon as possible • Ensures all accidents, incidents and hazards are reported using QLDC's Health & Safety reporting procedures.

Competencies specific to the role:

Relationship Management	Proven ability to establish and maintain effective relationships with stakeholders and colleagues and gain their trust and respect. Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably; is easy to approach and talk to; puts others at ease; is a good listener; is sensitive and patient.
Customer focus	Is dedicated to meeting the statutory expectations and requirements; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Organising	Can marshal resources (people, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges files and information in a useful manner.
Problem Solving	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers. Makes sound decisions in a timely manner.

Detail focus	Attention to detail/quality of work output. High concern for accuracy whilst working in a timely manner. Remains ever vigilant for errors, identifying potential problems as well as resolving inaccuracies and mistakes.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; flexible and adaptable; very bottom line oriented; steadfastly pushes self and others for results.