



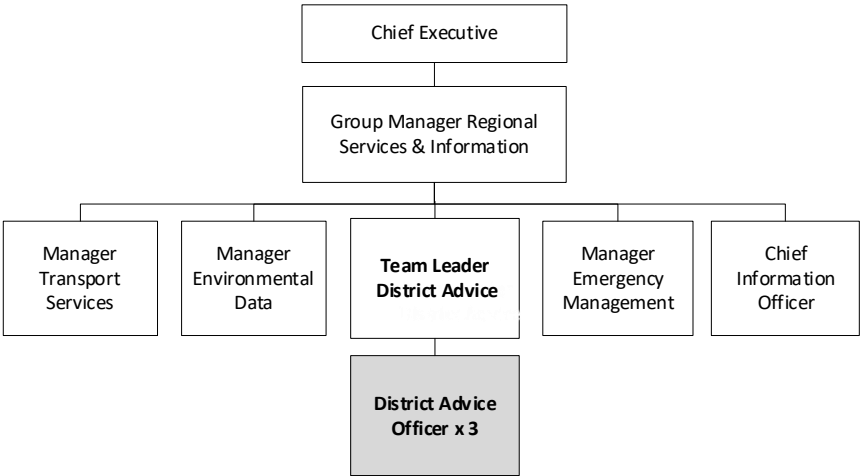
JOB DESCRIPTION

Job Title: District Advice Officer (Permanent Full-time)
Work Unit: Regional Services and Information Group
Responsible to: Team Leader District Advice

Position purpose: To provide clear and accurate property advice and information on natural hazards and Horizons' One Plan requirements to the public and Territorial Authorities, supporting informed decision-making on proposed land developments that include building consents, subdivisions, and other land use consents or property related assessments. Assist the Team Leader in collaborating with Territorial Authorities and Horizons Policy team on urban growth planning, plan changes and other statutory requirements. Support the provision of natural hazard information to Territorial Authorities for inclusion in Land Information Memorandum (LIMs) as required by the new legislative requirements. Assist with Horizons' responsibilities under the Building Act 2004, focusing on the requirements of large dam building consents and the Building (Dam Safety) Regulations 2022.

Salary: \$65,552 (85%) – \$77,120 (100%) (2025-2026 range)
Date: October 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> • Other Territorial/Regional Authorities • Ratepayers/Public • Dam Owners • Industry Groups/Contractors/Engineers • External Advisors/Consultants 	<ul style="list-style-type: none"> • District Advice staff • Regional Services and Information Group Manager and staff • Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Provision of Land Development Information and Advice	
<ul style="list-style-type: none"> • Triaging and coordinating new customer property enquiries so they are prepared and ready for response. • Daily management and maintenance of the customer service portal which includes updating enquiry information fields. • Providing support for managing the coordination, preparation and provision of property information to the public and the Region's Territorial Authorities (customers) that has a focus on natural hazards and is consistent with the Regional Policy Statement, Regional Plan and national direction. • Preparing property information, advice and maps for customers on their proposed land developments, building consents, land use consents, subdivision applications, and for other property related assessments or decisions i.e. property purchase, insurance. • Supporting the provision of natural hazard information to Territorial Authorities for inclusion in Land Information Memorandum (LIMs) as required by the new legislative requirements. • Regularly tracking all enquiries to support the provision of accurate and timely responses. • Ensuring database information has been updated for all enquiries. • Supporting reporting requirements. • Maintaining effective relationships with the Region's Territorial Authorities and other District Advice customers/stakeholders. 	<ul style="list-style-type: none"> • Information enquires are triaged in priority order, assigned correctly and any additional information has been coordinated from the customer or other staff. • The service portal is functional and maintained daily. Enquiry information is updated and captured correctly. • All support duties have been carried out in an accurate, timely and professional manner. • Information provided is clear, accurate, high quality, customer focussed and aligned to Horizons priorities. • Natural Hazard technical reports have reference details and plain language summaries prepared and available for Territorial Authorities to include in LIMs. • All responses are completed accurately and in timely manner. • All information entered into the database is to an accurate and high quality standard including geospatial references. • Reports are accurate, clear and concise. Reports show demand trends. • Relationships with our Region's Territorial Authorities and other District Advice customers are positive and co-operative. • Customer focussed service provided. • Customer survey forms or links are distributed and feedback is collated ready for analysis.

<ul style="list-style-type: none"> • Liaising with customer services to ensure clear understanding the service and customer requirements. • Distributing customer surveys for evaluation purposes and collate results/feedback. • Carrying out the Team Leader District Advice's function for periods of time when required. 	
Urban Growth Planning and District Plan Support	
<ul style="list-style-type: none"> • Providing support in terms of coordination and preparation of Horizons initial advice and comment on potential urban/growth development plans and proposed changes to District Plan zoning. • Providing support in terms of preparation of District Advice's contribution to submissions to notified District Plan changes/variations. • Provide support for the submissions on Notices of Requirement for designations which are provided to the relevant Territorial Authority and/or Requiring Authority. • Organising appropriate staff representation to ensure they attend hearings as necessary, particularly for the application process for designations. • Receiving and tracking feedback requests and monitoring deadlines. • Maintaining effective relationships with the Region's Territorial Authorities and other District Advice customers/stakeholders. • Managing the documentation of files. 	<ul style="list-style-type: none"> • Support is provided and has enabled District Advice to coordinate and provide Horizons advice on urban/growth development in a timely manner and to a high standard. • Support is provided and has enabled District Advice to contribute to relevant submissions to notified District Plan changes. • Information is circulated to the correct staff /teams and coordinated efficiently in a timely manner. • Staff and other details are arranged for hearings, and relevant information is distributed prior to hearings. • Request schedules are prepared, functional and updated. • Relationships with our Region's Territorial Authorities and other District Advice customers are positive and co-operative. • The document system is logical, maintained and kept up-to-date.
Building Act 2004 and Building (Dam Safety) Regulations Support	
<ul style="list-style-type: none"> • Supporting the implementation and further development of systems and procedures for meeting Horizons obligations under the Building Act 2004 in regards in regards to building consents for large dams and for the Building (Dam Safety) Regulations 2022. • Providing general help and information on dams for staff and customer services • Triaging and coordinating dam owner, engineer and consultant enquiries so they are prepared and ready for response. • Supporting the administration and preparation of Project Information Memorandum (PIMs) for large dam building consent applications. • Supporting the administration of the dam safety regulations as well as regulatory 	<ul style="list-style-type: none"> • Support provided so that systems and procedures met the requirements of the Building Act 2004 and Building (Dam Safety) Regulations 2022. • Staff, customer and stakeholder enquiries for dams were carried out in an accurate, timely and professional manner. • Support and administration is provided for legislative requirements of the Building Act, including the dam safety regulations, dangerous dams and prepared PIMs. • The Region's dam register is updated and correct dam information is represented on internal and public maps. • Creation of purchase orders and invoices.

responses to dangerous dams. Updating the Region's dam register when new information is provided. Some financial duties in relation to creating purchase orders and arranging customer invoices.	
Project Management Support	
<ul style="list-style-type: none"> Supporting any District Advice projects as directed by the Team Leader District Advice. 	<ul style="list-style-type: none"> Support project administrative requirements and ensure any document and correspondence is prepared and maintained for the duration of the project.
Corporate Contribution	
<ul style="list-style-type: none"> Maintaining own professional development. Undertake Performance Development tasks/responsibilities. Undertaking Health and Safety tasks/responsibilities. Participating in emergency management activities as required. Participating and contribute to corporate projects and inter-departmental initiatives as agreed. Maintaining Council plant and equipment. Fulfill administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Desirable

- Tertiary qualification in relevant discipline e.g. natural or physical sciences, engineering (civil) and/or natural hazard management, or equivalent experience in a related field.
- Hold a current and clean Class 1 driver's licence.
- Advanced computer skills.

Knowledge/Experience

- Well developed and accurate verbal and written communication skills.
- Experience with Geographic Information Systems (GIS) or other mapping platforms and able to retrieve, display, and analyse geographical and spatial data.
- Experience managing and maintaining service portals or electronic databases.
- Time spent in a regional and/or local authority preferred.
- Experience with providing natural hazard or other related information.
- Some regional geographical awareness of the Manawātū-Whanganui Region.
- The ability to support projects and work as part of a team.
- Some knowledge/experience of resource management or building and construction, and/or natural hazard management preferred.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Sound relationship management ability.
- Excellent communication skills (verbal and written).
- Strong planning and organisational skills.
- Excellent level of accuracy and attention to detail.
- Improvement focussed.
- Able to work effectively under pressure.
- Flexible approach and a 'can do' attitude.
- Use initiative; be proactive.

OTHER REQUIREMENTS

- Be prepared to:
- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____