

PLANNER POSITION DESCRIPTION

Company:	McKenzie & Co. Consultants Limited
Reports to:	Licensed Cadastral Surveyor/ Taupo Manager
Location:	Taupo and Rotorua office

Purpose of role

To support the purpose and mission of MCCL, this being “to help to develop great places and people”. They will do this whilst working collaboratively to provide excellent surveying services for projects undertaken by McKenzie & Co.

Key accountabilities

Planning

- To prepare resource consent applications, feasibility reports, and any other reports in relation with Resource Management as required.

Project and Client Management

- To obtain clear scope of work from clients and to understand client’s requirements.
- To manage scope, time and cost for clients projects in relation with project manager.
- To help clients understand the implications of what can be achieved and time constraints
- To report all concerns and progress to Project Manager/Client.
- To achieve clients’ aspirations
- To work with other consultants (internal and external to the company)
- To participate to Business Development including pricing, networking, company representation and business opportunities
- To maintain and develop key relationships with clients, councils, stakeholders, staff and general public.

Internal

- To comply with office administration requirements such as timesheets, internal meetings and other day to day matters as may arise from time to time and as would normally be expected in an office environment.
- To comply with McKenzie & Co Health and Safety
- To follow internal quality procedures

Competencies/skills required for job:

- Minimum 5 years PQE
- Consultancy experience in land development

Key Relationships:

- Council
- Auckland Transport
- Utility providers
- Specialist technical consultants i.e. Urban Designers, Geotechnical Engineers, Ecologists etc.