



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Demand Resourcing Planner
REPORTS TO	Housing and Business Development General Manager
GROUP	Housing and Business Development
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	TBC
WARRANTS REQUIRED	TBC
GRADE	16

Purpose

To ensure accurate demand forecasting and effective resource capacity planning, supported by robust business intelligence reporting, so the organisation can meet customer needs efficiently while optimising resource utilisation. This role acts as a strategic link between demand analysis, resource allocation, and performance improvement, driving data-informed decisions and continuous improvement across teams.

The role is expected to work with a high degree of autonomy, applying advanced analytical skills and business intelligence tools to deliver accurate forecasts, optimise resource utilisation, and support continuous improvement initiatives. Outputs must be clear, timely, and tailored for senior leadership and key stakeholders.

Key Responsibility and Expected Outcomes

Demand Planning:

- Collecting and analysing data from various sources.
- Developing demand forecasts at different levels of aggregation and time horizons.
- Reviewing historical trends and identifying factors influencing demand, including activity based costing.
- Coordinating with stakeholders to reconcile forecast variances.



- Identifying and mitigating risks to demand.

Resource Capacity Planning:

- Analysing resource capacity (personnel, equipment, etc.) to meet demand forecasts.
- Identifying resource gaps and shortages.
- Developing plans to address resource constraints and optimise utilisation.
- Ensuring resources are available when and where needed.
- Look to a future cross council sharing methodology/mechanisms/tools

BI Reporting

- Developing and maintaining reports and dashboards to track demand and resource utilisation.
- Analysing key performance indicators (KPIs) to identify areas/opportunity for improvement in quality and timing.
- Providing insights and recommendations to improve demand planning and resource allocation.
- Using BI tools to visualise data and communicate findings to stakeholders and to raise the level of personal accountability through visibility and in 'helping me help myself'.
- Populating/utlising dashboards to communicate and support accountability through the people leads, around key delivery metrics and response requirements.

Relationship Management

- Support the Housing and Business Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders.

Health Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Council Contribution

- Actively contribute to the Housing and Business Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.
- Perform other duties and responsibilities as assigned by management to meet business needs.

CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Strong analytical and problem-solving skills.
- Proficiency in demand planning methodologies and forecasting techniques.
- Experience with resource capacity planning and resource management techniques.
- Excellent communication and interpersonal skills.
- Knowledge of BI tools and reporting methodologies.
- Experience with ERP systems in this space.
- At least 3 -4 years in the planning/resourcing/logistics/scheduling spaces.
- Requires either experience having performed in a similar role and or Tertiary qualification.



Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.

Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.





We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

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