

JOB DESCRIPTION
May 2026

Title & Reporting Relationships

Position Title:	Senior Advisor Ventures and Partnerships, Strategic Development Team: Ventures and Partnerships function, Strategy and Growth Group
Grade:	SP18 <i>*appointment will be made pending skills, experience and the organisational needs at the time</i>
Reports to:	Manager Ventures and Partnerships
Direct Reports:	Nil
Indirect Reports:	As may be required pending the nature of a project or specific section of work programme
Purpose of the Group and the Position:	The Strategy and Growth Group houses the Council's sustainable development functions ensuring that there is a collective drive for 'good growth' in Kapiti.

Overall the Group is responsible for the strategy and policy, research and urban planning (including district planning), venture and investment matters, strategic housing and development matters, and economic development; and consenting (resource consents, building team including LIMs). The teams within this Group work collaboratively together and across the organisation to support sustainable growth and development; including support of the Recovery Programme, in the event of a significant emergency.

The Strategic Development Team operates within the local regulatory system's elements: 'design', 'deliver', and 'understand'. Within this system, the Senior Advisor Ventures and Partnerships role (alongside the Manager Ventures and Partnerships) works across council to advance key strategic opportunities along the western corridor of the Lower North Island. The role is focused on progressing key projects agreed in the Long-Term Plan and supports activity focused on growth in support of a vibrant Kāpiti Coast community and economy.

In coordination with other Council teams within the local regulatory system, the Senior Advisor Ventures and Partnerships is tasked with supporting the Manager Ventures and Partnership, and Director Strategic Development, in building and maintaining trusted relationships with parties including key strategic partners, developers, the business

community, iwi, investors, community organisations and government. This role:

- Develops and progresses strategic projects, often venturing into areas which are new for the Council.
- Ensures alignment with district, regional and central government strategies, frameworks, and legislation as projects develop in ways that work for Kāpiti.
- Follows sound process and undertaking appropriate community consultation, and in developing solutions to identified issues or challenge.
- Ensures a foundation of strong relationships to support a joined-up approach to enabling thriving environment, vibrant economy and diverse community outcomes for the Kāpiti Coast district.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Director, Strategic Development
- Group Manager Strategy and Growth
- Strategy and Growth Group Senior Managers and team members across the Group
- Mayor and Elected Members
- Other staff and managers from across Council teams, particularly the Regulatory and Environment and Infrastructure and Asset Management Groups.

External Customers:

- Te Ati Awa ki Whakarongotai
- Ngāti Toa Rangatira
- Ngā Hapu o Otaki
- Business, investment, professional and community groups, WellingtonNZ, Private Developers and investors, key Council clients
- Māori leaders and organisations
- Staff in other local authorities and government and non-government agencies
- Residents, ratepayers and community groups

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements Technical

The Senior Advisor Ventures and Partnerships is required to have an overview of potential opportunities that support growth activity, and in ensuring a vibrant Kāpiti Coast community and economy. Duties include:

- Providing robust and well-considered advice for strategic projects and opportunities, ensuring strong alignment with district, regional and central government frameworks and legislation as well as alignment with Council Strategic Direction.
- Progressing and delivering on key strategic projects, providing project management, reporting and oversight and managing key risks, and ensure advancement of project delivery
- Developing and maintaining effective working relationships with key external stakeholders (including the development sector), internal project teams and managers, and external agencies.
- Facilitating internal and external discussions regarding strategic development opportunities, including to ensure projects are well-aligned, the benefits of strategic opportunities are well communicated, and that risks are carefully managed.
- Ensuring projects follow sound and legally robust process, including community and stakeholder consultation at key stages.
- Ensuring good practice in project management disciplines within projects.
- Implementing mechanisms and protocols to ensure regular dialogue with all parties to promote problem solving, team working, risk-sharing and implementation.
- Providing regular updates to key stakeholders.
- Supporting and directing projects in the form of internal quality assurance activities in order to maximise the success of initiatives.
- When strategic initiatives are not as successful as expected, ensuring a) they are analysed to differentiate between a poor strategy/project and poor implementation of a good strategy/project; and b) that learnings are applied to support the delivery of future projects.

Key Account Management

- In coordination with other Council teams build and maintain close working relationships with parties involved in the delivery of strategic development opportunities in the Kāpiti Coast district.
- Manage those relationships to ensure best outcomes for the district as a whole including high level assessment and management of the expectations and requirements of key stakeholders.
- Facilitate and manage input into opportunities from external organisations and Government departments/agencies.
- Engage and participate in external networks to understand stakeholder intentions/strategies and plans as they relate to opportunities in the Kāpiti Coast district.

Internal Facilitation

- Ensure appropriate coordination and communication across Council for business and investment opportunities.
- Identify and build connections between opportunities and teams as required for effective implementation and outcomes.
- Provide feedback and learnings to stakeholders on outcomes.

- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
- Help ensure that accurate, timely and comprehensive information is provided to key relationships about Council requirements.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Highly effective project management skills, with demonstrated experience working on complex projects
- Demonstrated ability to deliver results and effectively prioritise.
- Strong collaborator, influencer and networker with a strong commercial grounding.
- Ability to easily pick up on and research unfamiliar topics or problems to identify appropriate next steps to maintain momentum.

- Direct experience developing innovative partnerships to deliver outcomes.
- Sound strategic thinking and analytical ability; takes a broad regional perspective when making decisions and recommendations.
- Skilled at influencing a wide range of people both within and outside the organisation.
- Demonstrated excellent communication skills both oral and written, and highly experienced presenter to stakeholders, senior management and Council and ability to professionally represent our organisation.
- Good understanding of processes within local government, government, private sector, funders, and potential partners.
- Experience in identification and management of risk in a local government environment.
- Demonstrated sound political and commercial nous, and an appreciation of the Council's business environment and its strategic priorities.
- Experience in a large or complex business environment with diverse customer and stakeholder expectations.
- Sound understanding of the Treaty of Waitangi, and experience working in partnership with iwi.
- A relevant tertiary qualification or equivalent relevant experience.
- Demonstrated knowledge and practical understanding of the commercial land development sector would be advantageous.
- Holder of a current and valid NZ Drivers' license.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.
Legislative Compliance	<ul style="list-style-type: none"> Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> Ensure all financial activity is conducted in accord with current policy and procedures. Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> Build and maintain effective professional working relationship with all key stakeholders. Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management	<ul style="list-style-type: none">• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.
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