

**ROLE DESCRIPTION
OCTOBER 2025**

Title & Reporting Relationships

Position Title:	Transition Manager, Strategy and Growth
Grade:	Fixed term SP21
Reports to:	Group Manager Strategy and Growth
Direct / Indirect Reports:	Up to 15 (as required, and via project based matrix management)
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. Reporting directly to the Group Manager, the Transition Manager, this interim Senior Manager role is responsible for supporting the GM Strategy & Group and the wider Group to transition into the New Structure for the Group, and operating model that will 'go live' in January 2026. Reporting directly to the Group Manager Strategy and Growth, the role will support the transition of the consenting functions into one new team, and provide technical and strategic advice to help to: • Lift the performance of our local regulatory system. • Shift the internal culture and mindset of regulatory functions in the Group and the Senior Management team, to ensure readiness and resilience to expected growth and to deliver on Vision Kapiti. • Support efforts to improve the Groups productivity, resilience, and relevance in our respective functions within the local regulatory system. The Transition Manager will have oversight of, and undertake specific project work, working collaboratively with other Managers and teams both within and outside

the Group, on behalf of the Group Manager Strategy and Growth. Due to the nature and focus for this role, it requires a sharp-minded approach and demonstrated clear thinking, excellent influencing, communication and relationship management skills.

This is an important leadership role that will require a high degree of influence to ensure effectiveness in implementing changes across the Strategy and Growth Group; and across the local regulatory system.

Internal Customers:

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

- Group Manager Strategy and Growth
- Senior Leadership Team and Chief Executive
- Strategy and Growth Senior managers
- Members of the Group
- Other staff and managers from across Council teams
- Elected Members

External stakeholders:

- Agents, builders, planners and other regulatory partners
- ART confederation
- Greater Wellington Regional Council
- Staff in other local authorities and government
- Consultants, Developers, and Investors
- Local businesses and consent applicants
- Residents, ratepayers and community groups
- Other stakeholders as needed

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. 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 influence 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.

Our behaviours demonstrate 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 the implications of the Treaty of Waitangi on the operations of a local authority.

FUNCTIONAL KEY RESULTS

Technical

- Provide advice to the Group Manager Strategy and Growth; and oversight, where agreed, to support transition of the Group's consenting functions into one team whilst ensuring current performance is maintained.
- Provide advice to the Group Manager Strategy and Growth (and Consenting Manager); and lead and/or support work to improve consenting functions process, and consistency of decision making.
- Provide technical and strategic advice, relevant to regulatory matters, to support the Group Manager Strategy and Growth to implement the Group-wide Maturity Improvement programme.
- Maintain oversight of transition to the new datascope system, providing advice across the datascope project for the Strategy and Growth Group and our regulatory functions.
- Undertake acting duties for the Group Manager, as agreed.
- Support efforts to improve the Groups productivity, resilience, and relevance across functions within the local regulatory system. This will include leading work to review the cost recovery and charge out approach for regulatory functions.
- Develop advice to support engagement on national and regional issues related to regulation, resilience and recovery. Support and maintain strategic partnerships at district and regional, and national levels.
- Lead transition initiatives, as agreed with the GM Strategy and Growth, primarily related to lifting regulatory performance, shifting our internal culture and mindset to respond to expected growth and deliver on Vision Kaiti.
- Support the Group Manager Strategy and Growth with advice on options to further commercialise regulatory functions and to simplify process.
- Provide quality, timely advice to the Group Manager, SLT, Council on any matter related to regulatory system improvement, sustainable development, and Group operations or strategic initiatives as agreed.
- Liaise with key partners and officials on matters of common interest.
- Ensure that all work is undertaken in accordance with Council policies, programs and instructions.
- Ensure the Group Manager is provided with specific deliverables as requested.
- Provide advice to ensure that Kaiti Council meets its legislative requirements related to Consenting, through support and advice to the GM Strategy and Growth.

Leadership

The interim role of **Transition Manager** is a senior position within the Strategy and Growth Group. It will provide technical and strategic advice that helps to lift not only the performance of the local regulatory system but to also shift the mindset of leadership and staff as we transition towards new ways of working. The role will:

- Work across the Group and organisation to assess, direct means to implement outcomes and agreed actions to lift Group, organisation, and system performance relative to the role of the Strategy and Growth Group in the local Council regulatory system.
- Have oversight for key consenting improvement projects that increased consistency of decisions, effectiveness and efficiency of process and practice, and support development of leaders and staff.
- Provide technical and strategic advice to support the Group Manager and Managers in Strategy and Growth in transitioning to the new structure and operating model.
- Build strong internal and external relationships, model the council values, demonstrate leadership, integrity and trust, and gain the commitment and support of managers and staff to achieve the Council's objectives and decisions.
- Work with the Group Manager and collaboratively with Managers within the Group,

- and across the organisation, to support delivery of key projects and strategic intent.
- Create external and internal networks to support agreed work programmes.
- Represent the Council in forums that will contribute to the Council's reputation for excellence and expertise.
- Lead working parties, steering groups and other entities, to effectively progress solutions to complex issues.
- Actively and positively coach less experienced Managers, leaders, and staff within the Group to grow skills and improve performance
- Support an effective performance culture across the Group.

Legislative Compliance

- 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).
- Ensure that all statutory deadlines and performance targets in the Long Term Plan are met relevant to this role.

Project Management

- 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

- 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.
- Maintain confidentiality at all times.

Teamwork

- 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

- Ensure all financial activity is conducted in accord with current policy and procedures
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the Group Manager
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.
- Develop reporting appropriate for Recovery which can be stood up as required.

Relationship Management

- 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

- 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.

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 in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of 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 program, 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

- At least 10-years experience in a Senior Management role leading people, teams and/or Groups in an industry relevant to implementing Resource Management or Building Act activity.
- Extensive local networks and existing relationships with stakeholders in the building or planning industries relevant to the Council's local regulatory system.
- Evidenced strategic leadership expertise and ability to translate theory into practice, and to support other leaders to develop.
- Strong experience in managing a regulatory function in a local government entity. Familiarity with the Kapiti Coast preferred.
- Extensive and evidenced technical expertise in building or planning, and experience in assessing the merits of related decisions, end-to-end processes and practice.
- Experience in lifting a building or planning functions maturity including engagement in external audit processes such as IANZ.

- Ability to identify, plan and execute responses to organisational strategic priorities, adopting a 'stewardship' approach to embedding and implementing key strategies
- Political sensitivity, with a flexible, adaptable and pragmatic approach
- Sound commercial and practical experience of regulatory effectiveness from working in a relevant role in the private sector (ie building or planning or a similar industry).
- Demonstrated strength in analytical thinking and problem solving, and the ability to think logically and laterally (including utilisation of systems theory). Able to identify and define problems, provide resolutions and make decisions through the use of sound judgement, including in time-pressured situations.
- Strong history of experience in a leading role in an emergency management and safety environment. Involvement in Response and 'Recovery' operations environment preferred.
- Working understanding of requirements for community rebuild, if an event results in failure of community systems, infrastructure and operations.
- Demonstrated ability to effectively influence, gaining the trust and confidence of others. Good understanding of te ao Maori approaches (tikanga), and issues relevant to Maori. Excellent communication skills both written and verbal at all levels.
- Sound ability to think long term and take a broad regional perspective when making decisions and recommendations related to regulatory matters.
- Strong organisational and time management skills with demonstrated ability to prioritise work and work effectively to deadlines.
- Competent level of computer skills encompassing Microsoft Office products and ability and willingness to learn new/enhanced applications
- A relevant tertiary qualification in building or planning or similar (or equivalent experience and expertise from employment).
- Holder of a current & valid NZ Drivers Licence

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.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

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.