

**JOB DESCRIPTION**  
**Approved Month February 2023**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Advisor - Strategic Projects, Strategy and Growth Group</b> Te Kaitohutohu Rautaki Kaupapa.
<b>Grade:</b>	SP 17 <i>*appointment will be made pending skills, experience and the organisational needs at the time</i>
<b>Reports to:</b>	Strategic Development Director
<b>Direct Reports:</b>	Nil
<b>Delegated Authority</b>	<b>Financial:</b> Nil
<b>Purpose of the Group and the Position:</b>	<p><b>The Strategy and Growth Group</b> was created post Covid-19 lockdown to enable a focus and allocation of resources to support the Council’s strategic growth and support and strengthen our capacity to enable effective management of the delivery of our services to our community in regard to our response and recovery work post Covid-19 lockdown.</p> <p>Overall the Group is be responsible for the policy, research and strategy work program, district planning, strategic property matters, strategic housing matters, and economic development including tourism support activities. The teams within this Group will work collaboratively together and across the organisation to ensure effective and fit for purpose research, policy formulation, and strategic planning.</p> <p>Under the umbrella of our Strategic Development Director, the Advisor - Strategic Projects will work across the Council to support the advancement of key strategic opportunities within the Kāpiti Coast. The role is focused on helping progress key projects agreed in the 2021 Long Term Plan and which support the growth of a vibrant Kāpiti Coast community and economy.</p> <p>In coordination with other Council teams, the Advisor will help build and maintain trusted relationships with parties including key strategic partners, developers, the business community, iwi, investors, community organisations and government.</p>

The Advisor will be expected to help develop and progress strategic projects, often venturing into areas which are new for the Council. Ensuring alignment with district, regional and central government strategies, frameworks, and legislation is important, as is developing projects that work for Kāpiti. Work will include helping ensure we are following sound process and undertaking appropriate community consultation.

A foundation of strong relationships and solutions focus in this role will support a joined up approach to enabling a thriving environment, vibrant economy and diverse community outcomes for the Kāpiti Coast district.

**Indirect Reports:**

Nil

**Internal Customers:**

The role is responsible for helping establish and maintain effective, co-operative and professional working relationships with all internal stakeholders including:

- Strategy and Growth Group
- Senior Leadership Team
- Iwi Partnerships Team
- Other Council Managers
- Mayor and Elected Members
- Other staff from across Council teams, particularly regulatory and infrastructure

**External Customers:**

- Te Ati Awa ki Whakarongotai
- Ngāti Toa Rangatira
- Ngā Hapu o Otaki
- Business, investment, professional and community groups
- WellingtonNZ,
- Māori leaders and organisations
- Private Developers and businesses
- Key Council clients
- 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, 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.

We require that all staff 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 the implications of the Treaty of Waitangi on the operations of a local authority.

## Functional Key Results

### Technical

The Advisor - Strategic Projects is required to have a good understanding of potential opportunities that support the growth of a vibrant Kāpiti Coast community and economy.

- Support the development and delivery of key strategic projects, providing project management, reporting and oversight support and helping identify key risks, and ensure proactive project advancement,
- Provide 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’s Strategic Direction.
- Support the development and maintenance of effective working relationships with key external stakeholders (including the development sector), internal project teams and managers, and external agencies.
- Support internal and external discussions regarding strategic development opportunities, including ensuring projects are well-aligned, the benefits of strategic opportunities are well communicated, and that risks are identified.
- Help ensure projects follow sound and robust legally process, including community and stakeholder consultation at key stages.
- Ensure good practice in project management disciplines within projects.
- Mechanisms and protocols are established that ensure regular dialogue with all parties to promote problem solving, team working, risk-sharing and implementation.
- Provide regular updates to key stakeholders.
- Support and direction is provided to 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, help ensure they are analysed to help determine the difference between a poor strategy/project and poor implementation of a good strategy/project. Learnings are to be 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.
- Help 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 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

- Help ensure appropriate coordination and communication across Council for business, investment and other development opportunities.
- Identify and build connections between teams as required for effective implementation and outcomes.
- Provide feedback and learnings to internal teams and 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.

#### **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).

#### **Project Management**

- Effectively manage assigned projects to ensure they are 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 manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

#### **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 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 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.
- Effective project management skills, with demonstrated experience working on a variety of 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.
- Sound strategic thinking and analytical ability; takes a broad regional perspective when making decisions and recommendations.
- 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 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.
- Sound understanding of the Treaty of Waitangi, and experience working in partnership with iwi.
- A relevant tertiary qualification or equivalent relevant experience.
- 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.

#### **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.