

JOB DESCRIPTION

January 2026

Title & Reporting Relationships

Position Title:	Development Facilitation Advisor (fixed term), Strategy and Growth Group
Grade:	SP14
Reports to:	Development Facilitation Lead
Direct Reports:	None
Indirect Reports:	None

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 strategy (incl strategic property) 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, development, and community resilience (including support of the Recovery Programme, in the event of a significant emergency).

Reporting to the Development Facilitation Lead, the Development Facilitation Advisor is a key role in the local regulatory system which covers 'design', 'delivery' and 'understand' functions to ensure local regulation is effective. Operating across these elements, this role supports the delivery of the development facilitation work programme and engagement with developers, large property owners and their teams with interests in significant and complex property projects in the Kapiti Coast. The support that this role provides will help to connect the Developer community and Council, related processes [such as Development Facilitation, Councils (input to) Fast-track Resource Consents, Pre-application and Business start-up processes]; and shape opportunities to support the delivery of positive community outcomes for current and future generations.

This role will support effective, co-operative, and professional working relationships with all stakeholders engaged with the Development Facilitation function including, but not limited to:

Internal Customers:

- Group Manager Strategy and Growth
- Director Strategic Development / Manager Housing Programme
- Development Facilitation Lead
- Managers and team members from across Strategy and Growth Group
- Infrastructure and Asset Management Group
- Customer and Community Group
- Senior Leadership Team
- Iwi Partnership Team
- Activity Managers
- The Mayor and other Elected Members
- Other staff from across Council teams

External Customers:

- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Ōtaki
- Greater Wellington Regional Council, and staff in other local authorities and government
- Residents, ratepayers and community groups
- Other stakeholders

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 Development Facilitation Advisor supports Council’s work to maintain an overview of current and future significant property development opportunities and to facilitate the delivery of these opportunities and growth outcomes in the Kāpiti Coast district. This will include **supporting the Development Facilitation Lead to:**

- Manage Council’s (input for the) Fast-track Resource Consent process.

- Manage the Council's Pre-application and Business Start-up Meetings process with applicants and relevant parties.
- Provide targeted support and facilitation for significant and complex property development opportunities, ensuring strong alignment with district, regional and central government frameworks and legislation as well as alignment with Council growth and housing workstreams and activities.
- Act as a primary Council contact for key developers and their consultants and facilitate relationships with other council teams as required – making sure they are able to talk to the right people at the right time.
- Develop and maintain effective working relationships with developers, significant property owners, project teams, professional property consultants and external agencies. Manage those relationships to ensure best outcomes for the district including high level assessment and management of the expectations and requirements of key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
- Facilitate internal and external discussions regarding significant property development opportunities.
- Lead the coordination of Council's Major Projects Group to ensure that effective across Council understanding of, and input into, developments of significance occurs, improving the reputation of Council with business, developers and their respective 'agents'.
- Lead the coordination of Council's Development Agreement process and ensure that development agreement enquiries, and applications are considered in a timely manner in coordination with other council teams, and corresponding legal agreements are accurate, robust and appropriately look after Council interests. This is to include provision of regular updates on development agreement activity, regular provision of information to developers and updating relevant information on Council's communication channels and websites.
- Support other teams to assist external parties through Council systems and requirements, including establishing new systems and processes where necessary; and ensuring that cost recovery processes are in place and effective for the processes that this function has responsibility to manage.
- Ensure mechanisms and protocols are established that ensure regular dialogue with all parties to promote problem solving, team working, risk-sharing and implementation.
- Providing regular updates to key stakeholders. Help ensure that accurate, timely and comprehensive information is provided to key relationships about Council requirements.
- Supporting and direction are provided to projects in order to maximise the success of initiatives.

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 workplace 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 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

- Experience in a multi-faceted or complex property related environment with multiple customer and stakeholder expectations.
- Development experience or knowledge of the full development cycle, including infrastructure, subdivision and/or development projects.
- Technical knowledge of the RMA, Local Government Act, and relevant planning methodologies
- Proven problem solving, analytical skills, and the ability to provide well-considered, robust advice.
- Skilled at negotiation, persuasion and influencing a wide range of people, with the ability to bring others along.
- Proven relationship management experience, with a strong commitment to customer service, continuous improvement, and a demonstrated ability to effectively communicate and work with a wide range of businesses, investors, and stakeholders.
- Excellent communication skills both oral and written.
- Ability to identify opportunities and synergies and integrate these through the effective engagement of stakeholders.
- 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 organisation.
- Experience or interest in supporting development of Maori land and delivery of Maori housing outcomes.
- Highly effective project management skills and the ability to effectively prioritise work.
- Ability to demonstrate a high level of motivation with initiative and be able to work with others to provide solutions which are both creative and pragmatic.
- Proven ability to manage information from multiple parallel work streams and integrate them to form an overall view of issues.
- Sound ability to think long term and take a broad perspective when making decisions and recommendations.
- Good judgement and demonstrated effective political savvy/awareness and comfortable dealing with ambiguity.
- Experience at providing an evidence-based approach and effectively obtaining, organising and analysing information.

- Good understanding of processes within local government, government, private sector, funders, and potential partners, and of the context local government operates within.
- A relevant tertiary qualification or corresponding relevant experience (a mix of commercial property/land development and local or central government experience, would be advantageous)
- Holder of a current and 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.

Te Tiriti o Waitangi

Kāpiti 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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