ROLE DESCRIPTION
January 2026

Title & Reporting Relationships

Position Title:	**Senior Strategic Advisor, Strategy and Growth Group**
Grade:	SP17
Reports to:	Lead Strategy Development
Direct / Indirect Reports:	Nil
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 Kāpiti. Overall, the Group is responsible for 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, development, and community resilience (including support of the Recovery Programme, in the event of a significant emergency). Reporting to the Lead Strategy Development, the Senior Strategic Advisor operates within the local regulatory system which covers 'design', 'delivery' and 'understand' functions to ensure local regulation is effective. The role provides technical leadership in a components of the 'design' function for the system, providing high quality strategic advice and insights on complex issues. The role will provide well developed input into innovative, systems-thinking thought leadership, senior leadership delivery of key projects within the strategy work programme, and provide leadership and support across the team's work programme. 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.

The role will include the opportunity to lead strategy development projects and processes, developing, advising and facilitating the delivery of other Council led/partnered projects associated with the assigned portfolio.

Key to successful delivery in this role will require being responsive, naturally adaptable, have effective and professional communication and relationship management skills, and the ability to work collaboratively across a range of teams within the organisation, joining the dots and finding the strategic opportunities and simplifying complexity to make strategic concepts accessible to everyone.

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

Internal Customers:

- Manager Strategy & Policy
- Group Manager Strategy and Growth
- Senior Leadership Team and Chief Executive
- Other Managers and team members acrossthe Strategy & Growth Group
- Communications team
- Other staff and managers 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, 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 to respond 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

The Senior Strategic Advisor role will provide strategic advice and support on emerging issues, new initiatives and strategy development. The role will be required to:

- Bring a well developed systems-thinking focus to problem solving and exploration of opportunities
- Drive development of work, supporting the Lead Strategy Development to implement the agreed work programme for the function
- Monitor the operating environment and provide advice on system changes that could impact on our community, the business of Council, and local government more broadly;
- Provide robust advice on complex strategic issues to support decision making by the senior leadership team and elected members to ensure Council is well positioned to meet future challenges;
- Accurately and clearly communicate advice to internal and external customers and stakeholders;
- Lead and guide the development of fit-for-purpose strategic documents across the organisation that contribute to the development of a clear organisational strategic framework;
- Provide thought leadership to the strategy team, within the Strategy, and Growth Group, and to advisors across Council.

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 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 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

- A minimum of 3 years demonstrated relevant experience working with local government and navigating agency and government perspectives.
- A minimum of 3 years demonstrated breadth and depth of knowledge and experience delivering system and outcomes focused strategy and policy projects that are relevant to this role.
- High level of business acumen and political awareness and ability to exercise good judgement.
- Ability to develop and maintain a wide network of relationships across the sector.
- Demonstrated strong analytical and problem-solving skills and comfortable working with ambiguity and able to bring structure to complex issues.
- Highly 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.
- Strong communication skills both oral and written with the ability to write robust and concise reports and deliver effective presentations as required by the Manager.
- Fantastic relationship management skills to build and maintain good, professional working relationships with key stakeholders and all customers.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- As work may require travel across the district, holdeing a current and valid NZ Drivers' licence is beneficial.

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.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	• 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	• 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 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. • Always maintain confidentiality.
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	• 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	• 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.