

**ROLE DESCRIPTION**  
**March 2023**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Principal Advisor, Strategy</b> <i>Fixed Term 2 Years</i>
<b>Grade:</b>	SP 19/20
<b>Reports to:</b>	Manager Strategy
<b>Direct / Indirect Reports:</b>	Nil

**Purpose of the Group and the Position:**

The **Strategy and Growth Group** was created to enable a focus and allocation of resources to support the Council's strategic initiatives and the growth and recovery work programme. The Group assists the council to develop and implement its overall direction and actions, and ensures progress is made to achieve outcomes sought. This requires integration and influence across a range of different areas of Council work. Working with key partners is a key element of this Groups work.

Overall, the Group is responsible for the policy, research and strategy work program, district planning, strategic property matters, strategic growth initiatives, 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.

Reporting to the Manager Strategy, the Principal Advisor is responsible for developing high strategic advice, oversight and leadership for complex issues. The role will drive innovative, systems-thinking thought leadership and delivery of key projects within the strategy work programme.

This role will undertake specific project work, working collaboratively with the Principal Advisor and Chief Advisor to the Group Manager, Managers and teams both within and outside the Group, on behalf of the Group Manager.

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 Principal Advisor has an important leadership role to develop strategies with key stakeholders both internal and external to council and a high degree of influence to implement change..

**Internal Customers:**

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

- Group Manager Strategy Growth and Recovery
- Senior Leadership Team and Chief Executive
- Strategic Development Director
- Strategy Manager
- District Planning Manager
- Research and Policy Manager
- Members of the Group
- Communications team
- Other staff and managers from across Council teams
- Elected Members

**External Customers:**

- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Otaki
- Greater Wellington Regional Council, and staff in other local authorities and government
- Consultants, Developers
- Local businesses
- 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 through its strategic direction, frameworks and strategies 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 customer 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**

- In line with direction from the Manager Strategy, lead development of the Districts strategic direction programme, including vision and blueprint, out to 2054 or beyond, coordinating with the Principal Advisor to the Group Manager (Strategy and Growth) and the nominated project team across the organisation.
- Providing thought leadership around the development of outcome frameworks (including use of the doughnut economic model), specific strategies, measuring success, and ensuring Council strategy and policy remains agile to meet new potential government requirements, including Resource Management reforms.
- Lead/support (as required) submissions on government (central and regional) policy,

including coordinating input from technical teams.

- Lead and/or support other policy and strategy work as required.
- Liaise with other Councils and agencies on matters of common interest.
- Ensure that all work is undertaken in accordance with Council policies, programs and instructions.
- Ensure the Manager Strategy is provided with specific deliverables as requested.

### **Leadership**

The role of Principal Advisor is a senior position within the Strategy Growth and Recovery Group. It has a focus on overseeing implementation of our strategic direction and embedding the principles and approach across the organisation. It will be directly responsible for delivery of several key workstreams within this. It will also contribute more broadly to strategy and policy work. The role will:

- Bring strong strategic nous, systems-thinking and the ability to lift the discussion towards a community-impact perspective.
- Support the Manager Strategy to build and maintain a happy, and high performing team. Lead activities to keep staff connected, informed, and to create a sense of belonging to the team, Group and Council.
- Provide the Manager Strategy, Group Manager and team managers (as relevant) with high quality advice on issues impacting the Council and Group.
- Represent the Council in forums that will contribute to the Council's reputation for excellence and expertise.
- Work with the Manager Strategy, Group Manager, Chief Advisor, Policy Advisor to the Group Manager, and managers within the Group to identify and progress strategic initiatives (such as the climate change strategy), and to establish work programs to support these priorities to be achieved.
- 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 collaboratively with managers, and Principal Advisor to the Group Manager, in the Group to support delivery of key projects and strategic intent.
- Create an internal network to support implementation of the Growth Strategy and its principles.
- Contribute to working parties, steering groups and other entities, to effectively progress solutions to complex issues.
- Actively and positively coach less experienced team members within the Group to grow skills and improve performance.
- Support an effective performance culture within teams.

### **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 requirements, deadlines and performance targets such as those in the Long-Term Plan are met.

### **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 organisational 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 Strategy Group Management 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.
- Identify and progress opportunities to make a step change in the current reporting accessible to managers and staff, with the aim to drive performance improvements, better alignment with our strategic direction and improved clarity and robustness of reporting.

#### **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 behaviour 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, completing 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**

- Strengths at senior management level working collaboratively to develop, review and guide implementation of strategies and strategic frameworks with internal and external stakeholders
- Sound political acumen, and the ability to operate in environments of political sensitivity, with a flexible, adaptable and pragmatic approach.
- Proven ability to work under pressure and to work with ambiguity. This would include experience in taking long term and broader regional or national perspectives when making decisions and recommendations.
- Demonstrated experience in implementing change strategies, and cross organisation programmes of work. This would include experience at providing an evidence-based approach and effectively obtaining, organising and analysing information.
- Track record of excellent communication skills both written and verbal at all levels.
- Demonstrated experience in systems thinking at local, regional and national levels. This would include proven experience in problem solving complex issues, including negotiation and problem resolution with multiple parties.
- Proven experience in building and maintaining high quality relationships and working with a wide range of people within and outside the organisation.
- Proven experience of effective influence, gaining the trust and confidence of others, with differing levels of experience and understanding.
- Demonstrated good level of knowledge of Tikanga Maori, awareness of Maori perspectives and of issues relevant to Maori.
- Demonstrated ability to prioritise Group and team work effectively to meet deadlines.
- A relevant tertiary qualification, eg, economics, public policy, business management or resource planning.
- Competent level of computer skills encompassing Microsoft Office products and ability and willingness to learn new/enhanced applications

### **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.