

ROLE DESCRIPTION	
OCTOBER 2025	
Title & Reporting Relationships	
Position Title:	Urban Planning and Research and Manager, Strategy and Growth Group
Reports to:	Group Manager Strategy and Growth
Grade	SP22
Direct Reports:	Approx. up to 20 FTE (including project-based matrix management)
Delegated Authority	Financial: This position holds a financial delegation of \$60,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy. Human Resources: This position holds a delegation at Level C. A copy of the HR Delegations is attached.
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 (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 and development including support of the Recovery Programme, in the event of a significant emergency. Reporting directly to the Group Manager, the Manager Urban Planning and Research, is a senior role, has a key leadership role in the local regulatory system which covers 'design', 'delivery' and 'understand' functions to ensure local regulation is effective. This role is responsible for a component of the 'design' regulatory function driving district planning, spatial

planning and strategic projects, and research and monitoring. It also works to support the Strategy and Growth GM, to lead and deliver on the land use planning, masterplanning to bring aspirations set through Vision Kapiti to life, and the wider strategic work program related to research and monitoring to understand the impact of collective efforts to improve community results.

This is a key organisational-wide leadership position that ensures we are confident in our endeavours to create a thriving, resilient and prosperous Kapiti community.

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
- Strategy and Growth Senior Managers
- Members of the wider Group
- Group Managers
- Staff from across other teams across the Council
- Elected members

External Customers:

- Ministers Office and MPs
- External stakeholders
- ART confederation
- Greater Wellington Regional Council
- Staff in other local authorities and government
- Consultants, Developers, and Investors
- Local businesses
- Residents, ratepayers

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

General

- Work with other Senior Managers in the Strategy and Growth Group to ensure that the local regulatory system is effective, efficient, relevant and resilient to future

growth and changes in operational requirements, as a result of central government reforms.

- Contribute to the Totara hui to lift organisational capability across land use, research and monitoring related topics to improve alignment of effort to reporting on progress and change in outcomes.
- As agreed with the GM, engage in national and regional level land use planning, spatial planning (including the Future Development Strategy), and research and monitoring programmes to ensure appropriate alignment and to reduce duplication of effort. Support and maintain strategic partnerships at district and regional, and national levels.
- Provide advice to the GM to ensure that Council meets its legislative requirements related to land use planning, research and monitoring through support and advice.

Urban Planning

- Maintain development and delivery of the land use (district planning and spatial planning) work programme, and underpinning strategic projects relative to bringing Vision Kapiti to life (incl masterplanning, social needs assessment, and establishing the Growth Blueprint), research and monitoring advice.
- Ensure provision of best practice planning advice.
- Prepare and present information on planning in Kapiti, the Resource Management Act, urban planning and district plan to public groups and stakeholders as required and agreed with the GM Strategy and Growth.
- Maintain oversight of the district plan and other statutory required planning process. Ensure that Resource Management Act, and other legislative, requirements are met.
- Ensure effective processes and procedures are in place to manage required or requested changes to the district plan, in alignment to requirements set by the Resource Management Act, so that significant emerging district issues, opportunities and risks are identified and appropriately set out.
- Ensure the *Urban Planning and Research* team provide effective and timely analysis, reports, briefs, surveys, research projects, monitoring and other related outputs.
- Develop and implement the organisational model for urban planning, including land use and related strategic frameworks, and wider related work as is agreed with the GM, and Senior Leadership Team. Ensure land use and related strategic initiatives and programs are visible and impactful through effective communications and tools.
- Represent Council, if needed, in legal proceeding including Environment Court, and District Court, mediations and hearings or proceedings.

Research and monitoring

- Ensure Resource Management Act, and other legislative, research and monitoring requirements are understood and delivered for planning, housing, development social and physical infrastructure and other local matters.
- Maintain data and information dictionaries and requirements to ensure that best practice data and insights are met, including SMART measurement and other standards.
- Ensure development and implementation of the organisational research model, ethics requirements, and related strategic framework to support wider related work as agreed with the GM, and Senior Leadership Team.
- Ensure research and related strategic programs are visible and impactful through effective communications and tools.
- Ensure the research programme delivers on legislative and statutory requirements.
- Develop advice for SLT and Council, in collaboration with the wider Group, around the performance framework that underpins reporting in the Long-Term Plan, including impact and service activity measures. Engage with the Council's external Auditors, as agreed with the GM Strategy and Growth.

- Maintain the outcomes and performance framework that enables assessment of performance and progress to drive change in community results that is used in various dashboards relevant to Place, People, and Partnership.
- Work in conjunction with the Corporate Group to ensure that activity-level plans incorporate and align to the performance framework, including relevant data dictionaries.
- Assess and implement best practice frameworks for the Council's research and monitoring work across the organisation; and provide oversight and advice around the sufficiency of existing and proposed changes to land use policy or rules, spatial planning, scenarios for bringing to life Vision Kaiti aspirations, and the research suite over time.
- Provide quality, timely advice to the Group Manager, SLT, Council on any policy, strategy or strategic matter which are relevant to sustainable development, Group operations and/or are agreed as relevant strategic initiatives.
- 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.

Leadership

- This role is expected to provide Strategic Leadership, as part of the Senior Management Team of S&G, and to work through the Tier-4 Lead roles which report into it to delegate and support career progression of staff.
- Lead and have managerial oversight for Council's land use planning, spatial planning, strategic projects related to the research and monitoring functions and/or areas agreed with the GM Strategy and Growth. Ensure effective leadership of the *Urban Planning and Research* team to enable them to operate as a cohesive team.
- Ensure that your Tier-4 Leads and staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Effectively delegate management of day-to-day work to Tier-4 Leads and/or principal and/or project-leads, to ensure outputs and timeframes are met. Engage proactively in matrix management approaches to make the most of staff time and capability.
- Schedule and conduct regular team meetings to enable the team to be informed and up to date in their areas and those areas that cross over with other teams.
- Set clear performance goals for individuals and ensure team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Ensure adequate provision of backup/cover for team members.
- Be a role model for 'above the line behaviours' and the delivery of consistent high customer service levels to internal/external customers to champion Council values.
- Establish an effective performance culture within the team through engagement in Group culture and team improvement activities. Ensure that Tier-4 leaders are accountable for supporting and coaching other team members, and fostering a teamwork approach to the delivery of both the team and the Group's outputs.
- Engage in talent management approaches including identifying training and development for individuals, as appropriate.
- Work with the GM 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.
- Contribute to working parties, steering groups and other entities, to effectively progress solutions to complex issues.
- Actively and positively coach less experienced team members, and with cohorts across the Group, to grow skills and improve performance.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Work closely with other managers across the Group and wider council as you lead delivery of strategic organisational priorities and outcomes.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Monitoring and Reporting

- Regularly brief the Senior Leadership team and Elected Members as required by the Group Manager.
- 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.

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.

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.

Financial Management

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

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, 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 managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying work place hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

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 Management roles in relevant local or central government. Extensive experience in land use and/or spatial planning and research, leadership and/or government or local government policy.
- Must have previous management role and lead in a) a research team and/or b) urban planning team in local government.
- Excellent track record in dealing with ambiguity. Expertise in providing strategic advice on land use planning and research and monitoring advice to Senior Management Teams and politicians.
- Strong experience in leading and mentoring a team, demonstrating a commitment to career development and learning.
- Demonstrated sound political nous, competent at navigating highly political environments and working closely with elected members, and an appreciation of the Council's business environment and its strategic priorities.
- Effective time management skills and ability to delegate effectively to support high-performing teams.
- Evidence of highly skilled stakeholder engagement and ability to relate with a wide range of people. Demonstrated approachable senior leadership style that can

confidently navigate across government partners and stakeholders to lead strategic policy outcomes

- Evidence of effective communication skills including excellent written communication and verbal skills, with the ability to confidently communicate with a variety of audiences.
- A strong network across government, local government and other sectors. Working knowledge and experience of machinery of government and how to navigate it at local and central government levels.
- Demonstrated experience in developing and delivering research, monitoring, lands use plans and in implementing change across decades involving groups with multiple, and at times competing, interests. Strong track record in translating aspirations into tangible actions.
- Experience in data analysis, data mining, and outcomes framework development and execution.
- A relevant tertiary qualification in a urban planning, research, and/or business field or similar.
- 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.

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.