



## ROLE DESCRIPTION September 2023

### Title & Reporting Relationships

<b>Position Title:</b>	<b>Fixed Term until June 2024: Advisor, Takutai Kāpiti-Coastal Project, Strategy and Growth Group</b>
<b>Grade:</b>	SP 12-14 *appointment will be made pending skills, experience
<b>Reports to:</b>	Manager Takutai Kāpiti-Coastal Project* <i>reporting line may change pending project work programme focus</i>
<b>Direct Reports:</b>	nil
<b>Indirect Reports:</b>	As may be required for cross-council teamwork when working in collaboration

### 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, our response to coastal erosion, 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.

The Strategy and Growth Group includes a number of different teams. This role sits within the District Planning team. This team's responsibilities include:

- Maintaining an effective and efficient District Plan, including preparation of plan changes. This work is led by policy planners and consultants who report directly to the District

- Planning Manager.
- Leading Council's support to the Coastal Advisory Panel and the Takutai Kāpiti coastal adaptation project. This work is led by the Coastal Project Manager, who reports directly to the District Planning Manager. Advisors and consultants working on the project report directly to the Coastal Project Manager.

The Advisor role works within the Coastal Project team and is involved in all team responsibilities to meet the project work programme. Key aspects of this role include:

- creating transparent community feedback summary reports
- supporting Coastal Advisory Panel community engagement events
- providing support to the Coastal Project Manager and the Takutai Kāpiti project.

The role is fixed term for a period ending 30 June 2024 in alignment with the completion of the project deadline.

Due to the nature of the project, there is strong emphasis on delivery through effective communication and collaboration with stakeholders, both internal and external, to enable the council to achieve the best outcomes.

**Internal Customers:** Coastal Project Manager and Coastal Project team  
District Planning Manager and wider District Planning team  
Group Manager Strategy and Growth  
Executive Officer to Group Manager Strategy and Growth  
Staff from other Council teams

**External Customers:** Coastal Advisor Panel  
Members of the Community  
Technical Advisor Group  
Tāngata whenua  
Elected Members  
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 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**

The Advisor, Takutai Kāpiti-Coastal Project role works within the Strategy and Growth Group. The role holder will be required to work collaboratively across the organisation, with our Tiriti Partners, the community, and with other councils in the region.

This role will primarily focus on:

- establishing and maintaining effective, co-operative and professional working relationships with a wide range of stakeholders and community members;
- ensuring a robust project management framework, structure and system is in place;
- undertaking significant community engagement relating to coastal hazards and identifying appropriate adaptive pathways for the future;
- providing operational leadership and coordination across the organisation for the project;
- providing organisational level reporting on the progress of the project to SLT;
- ensuring key timeframes and deliverables are met.

### **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.
- Ensure project monitoring and reporting is in accordance with community, political and internal expectations.
- Work with project team, SLT, elected members and other Councils to ensure current and emerging risks are identified, documented and addressed in a timely and appropriate way.
- Ensure the project has the required resources, used effectively, to meet key deliverables.
- Prepare regular robust reports, in a practical format for SLT identifying critical issues and risks and detailing progress in relation to the agreed project milestones.

### **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.

#### **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 time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- 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.
- Proven experience and demonstrated competence in providing policy advice.
- Technical qualification (eg Bachelors degree or equivalent) in relevant field.
- Knowledge of Tiriti o Waitangi and Te Ao Māori,
- Demonstrated high level of skill and experience in risk identification and risk management.
- Demonstrated excellent interpersonal skills with a commitment to strong relationships and capable of working with a wide range of people within and outside the organization.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- High degree of comfort and confidence to effectively lead complex and multifaceted projects with strong community engagement.
- Effective communication skills (both verbal and written) with the ability to engage others and bring them along on the journey.
- Strategic and conceptual thinker able to quickly identify desired outcomes and map a realistic pathway to achieve these.
- Highly experienced in working with ambiguity and proven ability to effectively navigate a way forward .
- Flexible approach to trying new and or different ways to achieve effective outcomes.
- Demonstrated computer literacy with proven ability to effectively use Word, spreadsheets, database and project management software;
- Holder of a current & valid New Zealand Drivers Licence with no restrictions is preferred

### **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.