

JOB DESCRIPTION
Approved July 2025

Title & Reporting Relationships

Position Title: **Research Programme Lead – Urban Planning and Research Team, Strategy and Growth Group**

Grade: SP20

Reports to: Manager Urban Planning and Research

Direct Reports: Nil

Indirect Reports: As may be required pending the nature of a project or specific section of work programme

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 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 Urban Planning and Research Manager, the Research Programme Lead (Principal level role) is a specialist role within the Strategy and Growth Group. They are responsible for providing high quality analysis and insights and driving the use of innovative, best practice approaches to research, data analysis, and monitoring to support evidence-based decision making and ensure we are delivering on outcomes.

The role will help develop research and monitoring practices and provide analysis and insights to support Council and the Strategy and Growth group.

Due to the nature and focus for this role, it requires someone who has a passion for data, with excellent relationship management skills, that can help share and communicate findings effectively to support evidence driven policy.

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

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
- Strategy and Growth Group Managers
- Principal Advisor Corporate Services
- Members of the Strategy and Growth Group
- Council Activity Managers
- Communications team
- Other staff from across Council
- Elected Members

External Customers:

- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Otaki
- 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, 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

- Manage and report progress on Council's monitoring and research programme. This includes four primary areas: design and management of the outcomes and performance frameworks; oversight for the base data and quality of information sets; design and oversight of core reporting and monitoring; lead on research and deep dive assessments; and establishing relevant guidance protocols and procedures.
- Develop and implement an outcomes framework and measures to report

progress against our community outcomes for people, place and partnership. This includes the development and reporting of dashboards and a community profile, highlighting changes and trends across the district and its underlying communities.

- Work with the Corporate Group to champion the elements of the Council's performance framework that relate to the Long-Term Plan, including the collection and reporting of impact and level of service measures and their supporting data dictionaries.
- Grow the capability across council's business groups to develop and use monitoring and research practices and supporting evidence to a high standard. This includes the use of spatial data to support monitoring against the district plan and growth strategy.
- Create an internal network of champions to support the development and implementation of the monitoring and research programme and supporting practices.
- Work collaboratively with managers within the Group to help shape and deliver Councils strategic intent and key projects.
- Represent and contribute to working parties, steering groups and other entities, to effectively progress solutions to complex issues, grow local monitoring capability, and contribute to the Council's reputation for excellence and expertise.
- Provide the Urban Planning and Research Manager and other team managers (as relevant) with high quality advice on issues impacting the Council and Group.
- Undertake or support specific research and data analysis projects and tasks to support policy and strategy and wider business needs, as required.
- Respond to requests for information and data in a timely and accurate fashion.
- Provide effective and timely analysis, reports, briefs, surveys, research projects, monitoring and other related outputs, including to support new housing and economic development, as agreed.
- Ensure the Group Manager Strategy and Growth is provided with specific deliverables as requested.

Leadership

The Research Programme Lead plays an important role developing monitoring and research practices and building capability to support councils' strategy, policy and operational needs. The role will:

- Drive intellectual leadership across the research programme.
- Provide on-the-job support to staff within the Urban Planning and Research team and ensure that staff have awareness of role and responsibility within projects.
- Actively and positively coach less experienced team members and staff within the Group to grow skills and improve performance.
- Support an effective performance culture within teams.
- 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.
- Enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities.
- Embed strong leadership within your own team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.

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 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

- A post-graduate tertiary qualification in the social sciences, or equivalent experience.
- A monitoring and research role or equivalent of at least 10 years' experience.
- Ability to identify, design and support work to meet strategic and organisational priorities and design robust evaluation and research projects that meet information needs.
- Demonstrated understanding and experience of a broad range of research and evaluation methodologies, including the ability to effectively obtain, organise and analyse information.
- Ability to translate analysis and findings into compelling outputs which communicate key ideas in plain english (both written and verbal) to diverse audiences with practical implications for Council identified.
- Experience with spatial data analysis and presentation an advantage.
- Technical computer and data manipulation skills and the ability to analyse mixed data using the appropriate tools. Ability to visualise data (e.g. infographics and/or PowerBI) is desirable.
- Some understanding of local government sector is desirable, as is understanding of central government and the local/central government

interface.

- A demonstrated commitment to building and maintaining high quality relationships and working with a wide range of people within and outside the organisation.
- Ability to effectively influence, gaining the trust and confidence of others, including demonstrated professional ability to relate to a wide range of people with differing levels of experience and understanding within and outside the organisation.
- Demonstrated good level of knowledge of Tikanga Maori, awareness of Maori perspectives and of issues relevant to Maori.
- Proven experience in managing projects and demonstrated ability to manage and prioritise work and work effectively to deadlines.
- Holder of a current & 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

Kapiti 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. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual 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; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
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

	<p>accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.</p> <ul style="list-style-type: none"> • 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.