

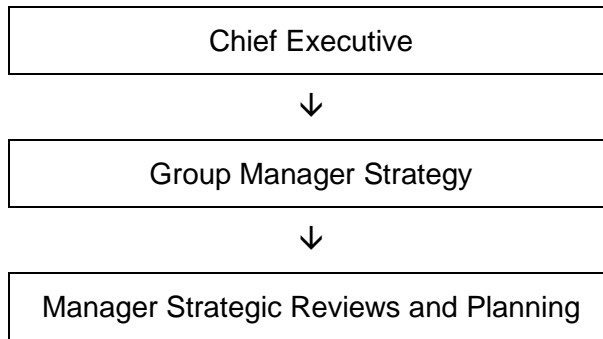
POSITION DESCRIPTION

Position: Manager Strategic Reviews and Planning

Group: Strategy Group

Responsible To: Group Manager Strategy

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community, land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeing's, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

The 'Manager Strategic Reviews and Planning' (Manager) reports to the Group Manager Strategy.

The Strategy Group (Group) is responsible for Strategy & Policy Development, Strategic Reviews, Strategic Projects, Economic Development, and Long-Term Plan & Annual Plans, and Cyclone Recovery Management.

The Strategic Reviews and Planning team is responsible for:

- Being a centre of excellence for best practice strategic reviews and the development of business cases.
- Conducting strategic analytical reviews to assess policy and strategy effectiveness, value for money, and long-term sustainability of Council activities and initiatives.
- Working closely with the Manager, Strategy to run Annual Plan and Long-Term Plan processes (noting that once Manager, Strategy retires the responsibility for leading strategic planning processes will sit with the Strategic Reviews and Planning team).
- Assisting the organisation with environment scanning, building situational awareness of our operating environment and building capability for strategic policy development e.g. legislative change that affects Council.

The Manager ideally is an experienced and proven senior people leader and strategic thinker with a natural ability to assess complex policy issues and help guide analysts to bring structure to information and ideas so that good decisions can be made.

The Manager maintains a close collegial and working relationship with the Lead Team and agrees on the priority of delivery of strategic reviews and long term planning processes. The Manager (and their team) are expected to develop cost/resource efficient ways of practically and successfully delivering Councils strategic review and planning requirements.

The Manager is expected to:

- Lead and manage strategic analytical reviews to assess policy and strategy effectiveness, value for money, and long-term sustainability of Council activities and initiatives.
- In accord with Section 17A of the Local Government Act (and with direction from the Lead Team) the Manager will review and/or commission reviews and make recommendations regards the cost-effectiveness of current arrangements for meeting community needs for good quality infrastructure, public services, and associated regulation. These reviews shall consider options for the governance, funding and delivery of civil infrastructure, public services, and associated regulation.
- Work closely with the Manager, Strategy to run Annual Plan and Long-Term Plan processes (noting that once Manager, Strategy retires the responsibility for leading strategic planning processes will sit with the Manager and the Strategic Reviews and Planning team. Components of that JD would then transfer to this JD).
- The Manager (and their team) will maintain a respectful and effective working relationship with Group Managers and Council officers to help ensure Council's strategic review and planning activities are well managed with an emphasis on risk management (in alignment with Councils adopted Risk Frameworks), maintenance of adopted service levels and business continuity.
- Assist the organisation with environment scanning, building situational awareness of Council's operating environment and building capability for strategic policy development e.g. legislative change that affects Council. This 'Situation Awareness' needs to be appropriately documented to a level which underpins quality project management processes and reporting to Council and external entities.
- Keep an overview of strategy policy and plan development, coordinating linkage and continuity between strategies and policies to provide a cohesive strategic approach for Council in line with the LTP.
- Prepare and develop high quality business plans and plans for key projects from time to time as required by the Group Manager Strategy.
- Work with the Group Manager Strategy in supporting them in their role as Officer Responsible for the Strategy & Recovery Committee.

Important Functional Relationships

The Manager is expected to role model collaborative and effective cross-Council teamwork behaviours to achieve high quality, co-ordinated, and effective Council strategic review and planning outcomes. To achieve this the Manager needs to foster and maintain respectful relationships with Council staff and elected representatives.

It is important that the Manager and their team members can respectfully, professionally, and reffectively lead/manage/chair cross-Council teams, assembled as required to deliver Council strategic review and planning projects and processes.

Other

- We all have responsibility for Health and Safety, therefore the Manager shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards, and guidelines.

- Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
- Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Person Specification

Qualifications

- A relevant tertiary qualification in public policy, law, economics, political science, urban planning, or a related field.
- Advanced academic, professional or applied learning and development is preferred.

Knowledge/Experience

- Knowledge and demonstrated experience in contributing to quality outcomes in all or some areas of Council service delivery including – *Public Asset Management, Community and Facility Services, Council Governance and Council Executive Management*.
- Knowledge and demonstrated experience in leading or contributing to Council strategic planning processes at the executive and governance level.
- Strong policy development skills and the ability to lead the provision of robust research and advice.
- Extensive project management experience in complex projects.
- Experience in managing the completion of complex business cases and preferably experience of the New Zealand Treasury Better Business Case Framework and other current Crown business case assessment frameworks.
- Demonstrated experience in building strategic relationships with government agencies and other stakeholders.
- Experience in liaising with the public, consultants, contractors, and other professional service providers with a project context.
- Experience in working with multidisciplinary teams.
- Experience in or a strong understanding of working in the public sector context is likely to be preferred.

Key Personal Competencies

- Leading, managing, and participating in cross functional teams.
- Highly developed project management and organisational skills.
- Excellent verbal, written and presentation skills.
- Empathy and listening skills.
- Well-developed leadership, mentoring and coaching skills.
- Negotiation and conflict management skills.
- Ability to network with other colleagues both internally and externally and relate well at all levels.

- Commitment to improving processes and ability to think laterally, strategically, and innovatively.
- Well-developed analytical skills.
- Good budgeting and financial management skills.

Personal Attributes

- Personal resilience.
- A passion for excellent performance and customer service.
- A strong public service ethic.
- A strong sense of humour.
- Honesty and integrity.
- The ability and willingness to work collaboratively with others.