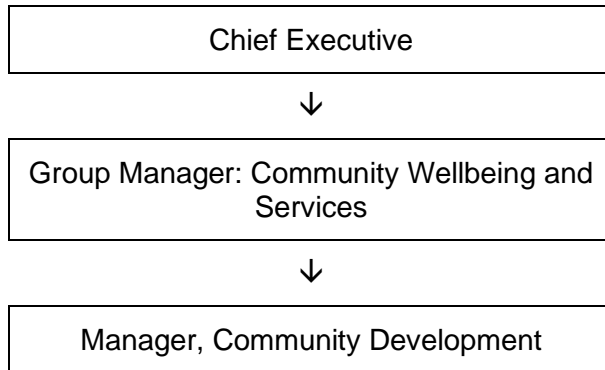


## POSITION DESCRIPTION

<b>Position:</b>	Manager, Community Development
<b>Team:</b>	Community Development
<b>Group:</b>	Community Wellbeing and Services
<b>Responsible To:</b>	Group Manager, Community Wellbeing and Services
<b>Responsible For:</b>	Community Development, Senior Housing, Safer Hastings, Community Planning, Welcoming Communities and Neighbourhood Support

**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 Maori. 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 Wellbeings, 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.

The Community Wellbeing and Services Group comprises activities and services that support and uplift communities in their aspirations to be connected, safe, engaged and fulfilled in their lives, contributing to social, cultural, economic and environmental well beings. These services deliver a range of programmes, services and outcomes responding to community need, diversity, and opportunities to support community aspirations.

## **Purpose of Position**

**This role is part of the Community Wellbeing and Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Welcoming Communities, Community Grants, Hastings City Art Gallery and Toitoi.**

**The purpose of this position is to provide leadership, direction and management of Council's approach to Senior Housing, Safer Hastings, Community Planning, Welcoming Communities and Neighbourhood Support.**

**Reporting to the Group Manager: Community Wellbeing and Services, the Manager, Community Development will work in an inclusive and joined up way to respond to diverse community needs and opportunities. The role will make an important contribution to:**

- Leading health and safety, ensuring commitment, responsiveness, active support and feedback. Ensuring that adequate systems and facilities are in place to keep people safe.
- Working collaboratively with members of Community to continuously improve community wellbeing and services.
- Promoting and advocating for the connection between individual and community outcomes.
- Promoting and providing strong people leadership, management and collaboration within the work area and across the organisation so teams reach their full potential.
- Partnering effectively with organisations and stakeholder groups to uplift communities.
- Developing and driving strategic planning, focussing on community outcomes.
- Driving the effective and efficient management of Council services and facilities in order to contribute to community outcomes.

**This position will make a particularly important contribution to the District's Recovery from Cyclone Gabrielle. Ensuring Community Recovery Conversations and resulting action plans are incorporated into community and resilience planning and continuing to develop relationships initiated and established during the response through pro-active Community Connectors.**

## **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role 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.

## **Key work areas for which this position will have a responsibility are:**

### **Community/Client Experience**

- Contribute to communities' social, physical and mental wellbeing through programmes and services that promote connection, engagement, skills development and learning that meet community needs.
- Through leadership embed a culture of excellent community/client service.
- Ensure all staff are adequately trained and focused on providing friendly, helpful service to communities/clients.
- Deal quickly and constructively with all complaints or conflict, as per Council procedures.
- Ensure the short-term, medium-term and long-term needs of the community and clients are at the forefront of the activity planning and this is clearly articulated to the community on a planned and regular basis.

### **Managing People**

- Drive the establishment and maintenance of a Community Development Team within Council, working to raise the profile and support for the team internally and externally.
- Provide leadership, support and development of your staff through setting clear and consistent standards in accordance with good employer practices and Council staffing practices and procedures.
- Inspire staff, using an inclusive leadership style, to promote a team culture with high morale, performance, productivity, openness, employee satisfaction and trust.

- Create an environment of collaboration between your teams and other teams within Council.
- Ensure staff are considered in succession planning, and that any opportunities for advancement or promotion are merit based according to a transparent process.
- Work with management teams to ensure the effective recruitment and selection of employees.
- Ensure all staff are fully aware of their day-to-day responsibilities, including community/client service requirements and health and safety practices and procedures.
- Drive a proactive approach within the team to hazard management by actively identifying hazards and unsafe behaviours within the workplace. Take all steps to manage or eliminate these risks.
- Support teams to deliver inclusive, responsive and relevant programmes and services for the community.

### **Strategic Relationship Management**

- Provide expert advice and support to the Group Manager: Community Wellbeing and services and other key stakeholders on relevant community development issues.
- Create opportunities for continuous improvement to relationships between Council, the community and other stakeholders.
- Identify, participate in, and facilitate the involvement of other parties, agencies, organisations, and local lwi so that community development projects are collaborative and successful.
- Use established leadership, influencing, negotiation and conflict resolution skills to navigate through contentious issues to achieve desired Council and Community outcomes.

### **Strategic Community Development Planning**

- Drive the establishment of a community development division within Council that seeks to increase the profile of, and investment in, community development in the Hastings District.
- Develop strategies, policies, frameworks, programmes and initiatives that ensure the community development division fulfils the functions set out by key Council strategies and maximises utilisation of facilities and opportunities for the community.
- Assess, lead and support the provision of community development to promote individual wellbeing as a basis for enhancing community wellbeing.
- Provide strategic advice and guidance to stakeholder groups as required, to drive connection and collaboration across the sector, and to support community development capacity and capability building.

## Operations Management

- Develop, implement, monitor and review the Community Development activity plans, including financial targets and operational budgets.
- Being a leader in continuous improvement seek out operational effectiveness and efficiency by generating innovative approaches to deploy resources, meet the challenges of a changing environment and improve service to stakeholders.
- Provide expertise relating to legislative or industry/stakeholder changes relevant to community development.
- Ensure that robust risk and opportunity assessment and management occurs.
- Source funds and grants to support community development where available, drive efficiencies and reduce costs to ensure the relevant strategies are sustainable for the future.
- Where applicable, implement Asset Management Plans for facilities in conjunction with Asset Management staff.
- Ensure fit for purpose facilities that enable teams to deliver community development services and programmes.
- Report on activities, programmes and services as required.

## Important Functional Relationships

### External

Public  
Community groups and organisations  
Health and wellbeing providers  
Key partners  
Suppliers/vendors

### Internal

Councillors  
CW and S Staff  
Health and Safety Staff  
People and Capability Staff  
Finance Staff  
Asset Management Staff  
Other Council Staff

### Committees/Groups

Performance and Monitoring Committee  
Strategy and Recovery Committee  
Community Wellbeing Subcommittee  
Other relevant committees and groups internal and external to Council

## Person Specification

### Qualifications

- Degree and relevant postgraduate qualifications in business management/social science or a similar discipline.

### Knowledge/Experience

- Knowledge and experience working with Health and Safety regulations and codes is essential.
- Significant experience leading and managing teams is essential.
- Good cultural competence.

- Experience in contract and relationship management is essential.
- Excellent communication and interpersonal skills are essential.
- Experience in strategy development and implementation is essential.
- Sound financial management skills are essential.
- Experience operating with flexibility in an environment of change which can have periods of demanding workloads and time constraints is essential.
- Political savvy is highly desirable.
- Experience of facility operational management is desirable.
- Broad experience across local government is desirable.
- Experience in developing and/or implementing strategies, policies and procedures is desirable.
- Demonstrated relationships with key partners, agencies and Non-Government Organisations is desirable.

### **Key Personal Competencies**

- Problem solving, analytical and conceptual skills.
- Ability to foresee issues and have a bigger picture outlook.
- Ability to engage, influence and build rapport with a wide range of people to enable collaboration.
- Ability to support, mentor and empower others in achieving their goals and personal growth.
- Ability to invest in personal development and growth.
- Ability to adapt to and drive change.

### **Personal Attributes**

- |                              |                                 |
|------------------------------|---------------------------------|
| • Vision and drive           | • A sense of humour             |
| • Personal resilience        | • Team player                   |
| • Highly motivated           | • Honesty and Integrity         |
| • Positive 'can do' attitude | • A strong public service ethic |
| • Flexible and creative      |                                 |