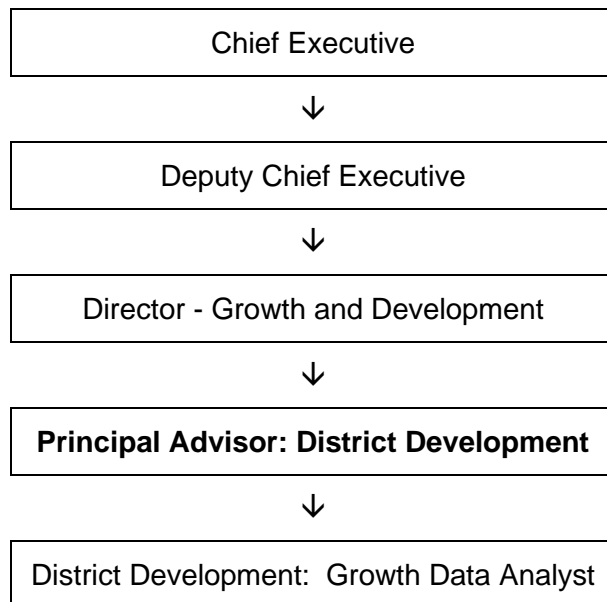


## POSITION DESCRIPTION

<b>Position:</b>	<b>PRINCIPAL ADVISOR: DISTRICT DEVELOPMENT</b>
<b>Team:</b>	Growth and Development
<b>Group:</b>	Office of the Chief Executive
<b>Responsible To:</b>	Director Growth and Development
<b>Responsible For:</b>	District Development: Growth Data Analyst
<b>Organisational Context:</b>	



# **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 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.

## Purpose of Position

This role is part of the newly created Growth and Development Unit, which forms part of the Office of the Chief Executive's Office.

The Growth and Development Unit is tasked with leading and managing Council's Growth and Development programme and activities, ensuring clear alignment and delineation between functions.

- The Growth and Development Unit provides a single "one-stop-shop" for all growth and development activity leadership, management, and coordination across Council and with developers & key external stakeholders.
- Acts as a hub for growth and development strategy, planning and delivery focused roles to improve critical mass, provides additional resilience and improved co-ordination and focused activities. Providing a clear focus on day-to-day activities and functions and keeping business as usual functions operating safely, effectively, and responsively across the new Unit and Council.
- Grouping the capital delivery roles, both developer driven capital and Council's own growth and development focused works, ensures cross-functional collaboration, reducing the effect of silos.

**The purpose of this position is to ensure the organisation contributes significantly to Council's goals and strategy in the area of District Development and land use. The Principal Advisor District Development plays a crucial leadership role in shaping and guiding urban growth and development projects across the District by acting as Council's principal advisor on the development and implementation of strategies, plans, frameworks and initiatives for urban growth development, ensuring alignment with broader city or regional goals, this includes:**

- Leading the Hastings District Council's inputs into the Future Development Strategy (FDS), Implementation Plan, Regional Spatial Plan and RPS (conditional upon RMA reform).
- Contributing to the creation, and revision of, strategies and policies for growth and development relating to urban planning, housing, transportation, and infrastructure (including Central Govt direction / reform – Going for Growth).
- Working closely with the District Plan Policy Team, act as the Council's principal strategic adviser regarding changes as a result of Central Government policy directives, i.e. - Going for Growth, NPS-UD, RMA amendments etc. as they relate to urban and rural growth planning and development matters.
- Working closely with representatives from Finance, Asset Management, Policy and G&D, ensure that growth supply and uptake is continually monitored (and the growth provision is adequate), phased so as to enable the market to meet demand while aligning LTP budgeted expenditure with cost recoveries (DCs – linked to resource consents, building consents or service connections).
- Leveraging their extensive knowledge and experience on matters of growth and development relating to urban planning, housing, transportation, and infrastructure.
- Monitoring, reviewing, analysing growth and development data, national and regional policy changes, signals, and trends and making recommendations to inform future

growth and development decision-making, policy setting amendments etc, and to develop evidence-based strategies for urban development.

- Directing the **Growth Data Analyst** work program. The purpose of this position is to harness the power of data to provide insights to inform the Council's growth and development program. Including but not limited to:
  - Data Conversion.
  - Data Collection.
  - Data Cleaning.
  - Data Analysis and Review.
  - Data Modelling.
  - Data Visualisation and Communication.
  - Reporting.
  - Collaboration.
- Ensuring Council takes a sustainable development approach in planning for its future development
- Leading or assisting with the brokering of key relationships, partnerships with Government and its agencies and other key external parties with regard to sustainable urban and provincial growth and development
- Ensuring integration and collaboration are part of Council's approach in delivering its work programme and working with others in planning and delivering the development of the district

## 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:**

- land use and growth planning
- integration of infrastructure provision into growth planning
- overview and advice into Strategic Projects and place based planning and coordination
- integration of Economic Development and land use policy and implementation

## **Expected Behaviours**

The Expected Behaviours form part of the performance appraisal programme for all staff.

### **ALL STAFF**

- Commitment/Personal Accountability
- Continuous Improvement/Innovation
- Customer Focus (Creating Value for Customers)
- Effective Communications and Relationships
- Organising for results/Planning and organising
- Professional/Technical Expertise
- Teamwork

### **SUPERVISOR/MANAGER ONLY**

- Constructive working relationship with Elected Members
- Leadership
- Coaching for Performance
- Strategic Perspective

# Person Specification

## Qualifications

- A tertiary qualification in planning (including NZPI membership) or another relevant field is essential
- Advanced academic, professional or applied learning and development is preferred

## Knowledge/Experience

- Substantial knowledge and experience (>10 years) in contributing to quality outcomes in all or some of the following areas:
  - Urban form or urban and rural land use mixes
  - Integrated infrastructure planning and sustainability
  - Economic development outcomes for communities
- Demonstrated experience in building strategic relationships with government agencies and other stakeholders
- Strong policy development and the ability to lead the provision of robust research and advice is essential
- Experience in or a strong understanding of working in the public sector context is likely to be preferred

## Key Personal Competencies

- Robust and coherent analytical and strategic thinking skills
- The ability to plan at the macro level, adapt to changing circumstance, and translate plans into programmes and policies for action
- The ability to scan the operating environment, grasp emerging trends and the significance of events, and ensure Council's policies and programmes can adapt and respond.
- The ability to build strong working relationships with colleagues and with other agencies and stakeholders.
- Building Trust - Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.
- An ability to translate technical matters into concepts and material able to be understood by laypeople.
- Energy - Consistently maintaining high levels of activity or productivity; sustaining long working hours when necessary; operating with vigour, effectiveness, and determination over extended periods of time.
- Tenacity - Staying with a position or plan of action until the desired objective is obtained or is no longer reasonably attainable.

## **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
- A strong reluctance to accept second best
- The ability and willingness to work collaboratively with others