POSITION DESCRIPTION

Position:	**Principal Growth Funding and Cost Recovery Advisor**
Team:	Growth and Development
Group:	Office of The Chief Executive
Responsible To:	Director – Growth and Development
Responsible For:	Nil

Organisational Context:

Chief Executive

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Deputy Chief Executive

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Director – Growth and Development

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Principal Growth Funding and Cost Recovery Advisor

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

Te Whakaaweawe - Making a Difference
- We strive for excellence
- We are all accountable
- We serve our community with pride

Mana Tangata - Respecting Others
- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

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.

It is clear that nationally, Local Government is currently navigating a period of significant change, including the transition to Local Waters Done Well, ongoing broader Government reform, and other sector-wide shifts. The change through Local Waters Done Well will provide the most immediate and certain change where the three waters will be transferred to a new regional water services organisation over the next couple of years and with that growth funding related to the three waters.

These changes will continue to influence the scope and breadth of this role, which is anticipated to evolve further in the short term. However, Council has recognised the importance of investing in a dedicated specialist resource to support this work as we navigate and embed these changes to ensure ongoing success. Given the dynamic nature of the sector, adaptability will be key. This role is expected to remain responsive to emerging priorities and evolving strategic direction.

Purpose of Position

This role is part of the Growth and Development Unit within the Office of the Chief Executive. The Unit is responsible for planning, monitoring, and responding to the housing, commerce, industry, and urban growth needs of the district, as outlined in the Future Development Strategy (FDS), structure plans, and other strategic initiatives. The Unit is the organisational owner of Hastings District Council Development Contributions Policy.

The **Principal Growth Funding and Cost Recovery Advisor** is a strategic leadership role that operates across the organisation, ensuring integration and alignment of growth funding and cost recovery mechanisms throughout the entire development continuum.

This role leads the development and coordination of Council's strategic approach to funding and recovering the costs of growth.

This role is not focused on conducting individual development contribution (DC) assessments, or operational activities which will continue to reside with the Finance Team; rather, instead it provides strategic leadership and coordination to shape Council's strategic approach to funding and recovering the cost of growth.

Whilst being a leadership role, there will still be a need to have a full and thorough "working" understanding of the back end of the funding and cost recovery model and how it operates in practice. As the need arises, you will need to feel comfortable rolling your sleeves up and getting into the model detail, assumptions, and settings.

A key function of this role is to lead cross-departmental collaboration—bringing together Finance, Asset Management, Planning, and other relevant teams—to develop and refine robust, transparent, and future-focused funding frameworks. These frameworks must align with Council's strategic planning documents, including the FDS, Long Term Plan (LTP), Asset Management Plans (AMPs), structure plans, and broader Central Government reform initiatives.

The role plays a critical part in enabling sustainable growth by ensuring infrastructure costs attributable to growth are accurately identified, evidenced, and recovered in a timely and equitable manner. It also ensures that Council's financial exposure is managed effectively, and that infrastructure investment is future-proofed.

By fostering strong internal partnerships and strategic alignment, this role supports Council's vision of "Fertile Land, Prosperous People" and ensures that growth is enabled in a coordinated, responsible, and financially sustainable way.

Key responsibilities include:

- **Providing strategic leadership** in the review and refinement of Council's Development Contributions (DC) Policy, ensuring it is current, compliant, and aligned with the Future Development Strategy (FDS), Long Term Plan (LTP), Asset Management Plans (AMPs), structure plans, and relevant Central Government reform.

- **Leading the development and continuous improvement** of Council's growth funding and cost recovery models, including the underlying assumptions and methodologies, to ensure they are robust, future-focused, and integrated across Council functions. This includes the need for a thorough working understanding of the back end of the funding and cost recovery model and how it operates in practice.

- **Overseeing strategic monitoring and reporting** of growth-related revenue and expenditure, ensuring alignment with growth phasing, infrastructure delivery, and catchment-based funding approaches (including ring-fenced DCs). Leading the design and implementation of integrated systems and processes that improve the quality, accessibility, and strategic use of data supporting DC calculations and long-term recovery tracking.

- **Driving cross-departmental collaboration** with Finance, Asset Management, Planning, and other teams to embed growth cost recovery into Council's budgeting, forecasting, and reporting processes—ensuring consistent, transparent, and accurate allocation of growth components across capital projects.

- **Providing strategic oversight and guidance** on development agreements as they relate to growth funding and cost recovery, ensuring alignment with Council's growth strategy and financial sustainability objectives.

- **Championing clear and effective communication** of growth funding policies and infrastructure cost attribution to developers, elected members, and the public—supporting transparency, trust, and informed decision-making.

- **Representing Council in regional and national forums** on growth funding and cost recovery, contributing to sector-wide dialogue, advocating for Council's interests, and influencing reform outcomes.

- **Ensuring documentation and reporting frameworks** support transparency, auditability, and strategic oversight of growth-related infrastructure investment and funding recovery.

- **Oversight of Development Agreements** and key funding and payment milestones. Ensuring obligations set out in the development agreements are met by both Council and the Developer.

Fostering a culture of collaboration and continuous improvement, working across teams to ensure growth funding strategies are well understood, consistently applied, and aligned with Council's long-term vision.

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.

Important Functional Relationships

Internal
- Director – Growth and Development
- Principal Advisor – District Development
- Growth Data Analyst
- Programme Delivery Manager – Growth
- Asset Managers (3 Waters, Transportation, Parks, Community Facilities)
- Finance (DC) and Procurement Teams
- Planning and Consents Teams

External
- Developers and Consultants
- Iwi and Community Stakeholders

Committees/Groups
- Regional and Central Government Agencies
- Professional Bodies (e.g., LGNZ, Taituara)

Person Specification

Qualifications

- A tertiary qualification supported by experience in finance, growth planning, asset management, urban development, business analysis, ideally in a public sector context.

Knowledge/Experience

- **Financial and Accounting Acumen**: Strong understanding of financial modelling, cost attribution, budgeting, and revenue recovery mechanisms.
- **Policy and Regulatory Expertise**: Deep knowledge of local government planning frameworks and infrastructure funding & cost recovery legislation.

Key Personal Competencies

- **Strategic Thinking**: Ability to align infrastructure funding decisions with long-term growth objectives and community outcomes.
- **Analytical and Problem-Solving**: Skilled in interpreting complex data and translating it into actionable insights and policy improvements.
- **Communication and Engagement**: Able to clearly articulate policy and financial concepts to diverse audiences and build strong stakeholder relationships.
- **Collaboration and Leadership**: Works effectively across teams and disciplines, fostering a culture of transparency and continuous improvement.

Personal Attributes

- **Strategic and Systems Thinker**
  Able to see the big picture and understand how development contributions intersect with long-term infrastructure planning, financial sustainability, and community outcomes.
- **Financially Astute**
  Demonstrates strong financial and accounting skills, with the ability to interpret complex cost models, ensure accurate recovery of growth-related costs, and communicate financial implications clearly.
- **Analytical and Detail-Oriented**
  Skilled in analysing infrastructure data, project budgets, and policy frameworks to ensure decisions are evidence-based and defensible.
- **Collaborative and Influential**
  Builds strong relationships across teams and with external stakeholders, using influence and credibility to align diverse interests around growth funding strategies.
- **Transparent and Accountable**
  Operates with integrity, ensuring transparency in cost attribution and policy decisions, and takes full ownership of outcomes related to growth cost recovery.
- **Adaptable and Resilient**
  Thrives in a dynamic environment, responding constructively to changing priorities, legislative updates, and evolving community needs.