

POSITION TITLE:	Governance Advisor		
GROUP:	Executive Advisory	SECTION:	Strategy & Governance
REPORTS TO:	Team Leader Governance		
RESPONSIBLE FOR:	NA		
FAMILY:	OS9	GRADE:	13
DATE REVIEWED:	November 2022	JOB NUMBER:	22-721

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of Governance Advisor is to provide relevant, professional input into the Governance team, ensuring the Strategy & Governance section achieves its objectives. You will assist with the provision of governance advice and guidance to elected members, the Chief Executive and Council officers, observing relevant legislation and regulations. Your specific role will require professional input which will relate to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

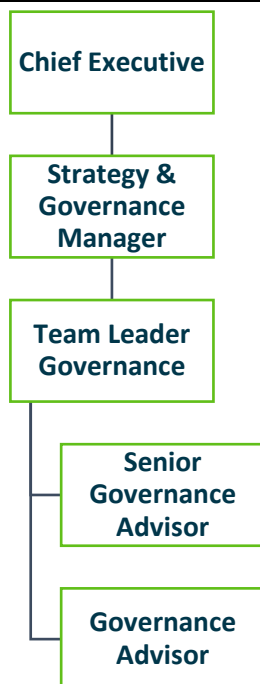
GROUP AND TEAM GOALS:

The Governance team performs the following functions as part of the Strategy and Governance Group.

- Provides Council and its committees with high quality support services, including planning and delivery of a yearly schedule of Council and Committee meetings, to ensure informed, effective decision making.

- Provides oversight and acts as key contact for receipt and delivery of responses to official information requests, including advice and meeting Local Government Official Information and Meetings Act (LGOIMA) requirements.
- Provides safe, accurate and timely governance and/or meeting advice to the Executive Leadership Team, Elected Representatives and wider Council staff as required.
- Provides effective governance processes and procedures that meet Council's statutory obligations and the needs of elected representatives, Council staff and the community, including local government elections.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Assist with the effective implementation of appropriate frameworks, policies and supporting structures to meet Council's statutory governance obligations.
- Assist with delivery of efficient and professional governance support services of the highest standard to Council and its committees.
- Assist with delivery of triennial election and follow-up processes.
- Ensure the effective delivery of a full range of committee support services to Council committees including timely agenda preparation and distribution, accurate minute taking and timely distribution of completed minutes.
- Prepare and provide clear, accurate and timely governance and/or meeting advice as required.
- Ensure the efficient and effective use of software used to manage and deliver governance support services to meet Council's needs.
- Assist with management of the LGOIMA register to ensure information request responses meet LGOIMA requirements.
- Deliver orientation and training programmes for elected Councillors and Tangata Whenua representatives with assistance from the Māori Partnerships Team.
- Assist the Electoral Officer with the conduct of elections and polls and associated processes as required.
- Assist with the delivery of a range of regional cross-council Joint Committees, the Triennial Agreement, and a bilateral council engagement programme following each Triennial election.
- Assist with the coordination of Councillor representation on external entities including involvement in Local Government New Zealand nationally and within Zone 3, and Regional Sector engagement as appropriate.

- Provide technical support and training to Councillors and Committee members for the range of Information Technology platforms used for meetings and agendas, including but not limited to iPad devices, Stellar Library app and Info-council software.
- Establish and maintain close working relationships relevant staff particularly within the Strategy and Governance team and with the Group Managers' and CE's executive assistants.
- Establish and sustain effective relationships with Tangata Whenua, cognisant of Council's statutory Treaty obligations and tikanga.
- Play a positive role in the Strategy & Governance and wider Council teams.
- Ensure high standards are set and maintained and work is consistently of a high quality.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- 3+ years proven advisory experience
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Strong understanding of Council committee processes.
- A demonstrated ability to prepare clear concise reports and letters for a range of audiences.
- Knowledge of the Local Government Act and other relevant legislation.
- Good understanding of standing order requirements in local government.
- Good understanding of LGOIMA.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Excellent minute taker.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Personal accountability and responsibility for high quality work.
- Ability to work under pressure and to tight deadlines.
- An energetic person with a high degree of self-confidence.
- Sound judgement and initiative
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.
- Good eye for detail and accuracy.
- High level of integrity and confidentiality
- Innovative, with excellent problem-solving skills.
- Ability to deliver effectively under pressure.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name