

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Principal Advisor Organisation Performance</b>		
<b>Group/Section Details:</b>	<b>Group:</b> Executive	<b>Section:</b> Office of the Executive and Chair	
<b>Responsible to:</b>	Manager, Office of the Chief Executive and Chair		
<b>Responsible for:</b>	Business Analyst and Quality Coordinator		
<b>Salary Range:*</b>	\$77,710 (85%)	\$91,424 Mid-Point	\$105,138 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Office of the Chief Executive and Chair section provides the following role and functions:

- Provides a range of high-level support and advice to the Chief Executive and Chair on a range of topics including, governance, council wide performance, communications and human resources.
- Provides direct assistance to the Chief Executive on a range of topics or projects, including written reports, advice and research.
- Ensure that the Chair and councillors have support and timely response to queries to ensure they can carry out their functions effectively.
- Responds to a variety of queries from stakeholders and other ratepayers that require the attention of the Chief Executive.
- Promotes the concept of continuous improvement and business improvement across Council and is involved in key strategic planning processes.
- Provides an effective human resources service across Council.

### Role of Principal Advisor Organisation Performance

The role of Principal Advisor Organisation Performance is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Office of the Chief Executive achieves its objectives. Your specific role of Principal Advisor Organisation Performance will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

In this role, you will be expected to positively lead the staff that report to the position and offer support, coaching and other professional development opportunities for them to ensure their work effort meets the requirements of good customer service and efficient and effective service delivery.

## **Role Expectations**

- Capture and report on the overall performance of the Council with particular reference to the performance measures in the LTP and Annual Plan
- Provide accurate and timely reports on achievements and impediments in relation to Council overall performance to the CE, Executive, senior management and Council as is relevant
- Develop and monitor an effective programme to support positive organisational performance at an optimum level.
- Develop and maintain an effective quality management process for the organisation.
- Provide technical leadership in relation to reporting on OD and performance measure design.
- Assist with aligning the Council for future challenges and opportunities
- Recommend process improvements to maintain a high performing organisation
- Ensure reporting processes and time lines are adhered to and are robust and streamlined where appropriate
- Maintain strong relationships across Council and with relevant external stakeholders
- Risks and issues that may affect successful delivery of programme development are effectively managed at an early stage
- Provide early indications of 'issues' to the Manager, Office of the Chief Executive and Chair, so that 'no surprises' become evident.
- Manage and lead the staff reporting to the role effectively and encourage personal development relevant to the roles.

## **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 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.

## **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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **Emergency Management**

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.

## **Key Skills**

- A good understanding of the machinery of local government.
- Strong communication skills including excellent report writing.

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- A good understanding of and experience with, organisational performance monitoring and management.
- Experience with business process improvements and positive outcomes.
- Have a flexible and responsive working style when dealing with changing situations.
- Evidence of innovation in the workplace that makes a significant difference.
- A relevant qualification in business, management, economics or political science.
- Understand own strengths and weaknesses and open to feedback.
- Acts with integrity and honesty.
- Ability to get the best out of people.
- Works in a positive and collegial manner.

## HBRC's Vision, Purpose and Values

**Our Vision:** A healthy environment, a vibrant community and a prosperous economy.

**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.

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