

Position title:	Senior Governance Advisor		
Group:	Strategy & Governance	Section:	Governance
Reports to:	Team Leader Governance		
Responsible for:	N/A		
Family:	TS4	Grade:	16
Date reviewed:	February 2025	Job number:	N/A
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			
<ul style="list-style-type: none"> ● 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			
<ul style="list-style-type: none"> ● Water quality, safety and climate-resilient security ~ <i>Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.</i> ● Climate-smart and sustainable land use ~ <i>Kia koi, kia toitū hoki te whakamahinga o te whenua.</i> ● Healthy, functioning and climate-smart biodiversity ~ <i>kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.</i> ● Sustainable and climate-resilient services and infrastructure ~ <i>kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.</i> 			
Position Summary			
<p>The Senior Governance Advisor plays a crucial role in ensuring the Strategy and Governance section meets its objectives. They are responsible for providing professional level services (providing advice, preparing submissions or managing projects or areas of work). They will be fully responsible for their advice and reporting as stand-alone specialists.</p> <p>This position focuses on delivering high-quality, effective, and efficient governance support to the Council and its committees. Key responsibilities include:</p> <ul style="list-style-type: none"> ● Facilitating meetings and preparing all associated documentation. ● Providing accurate and timely governance advice to elected representatives and staff, ensuring compliance with statutory obligations, particularly the Local Government Act and the Local Government Official Information and Meetings Act (LGOIMA) and Standing Orders. ● Managing the Council’s representation arrangements and overseeing triennial local elections, including preparatory and follow-up processes. 			

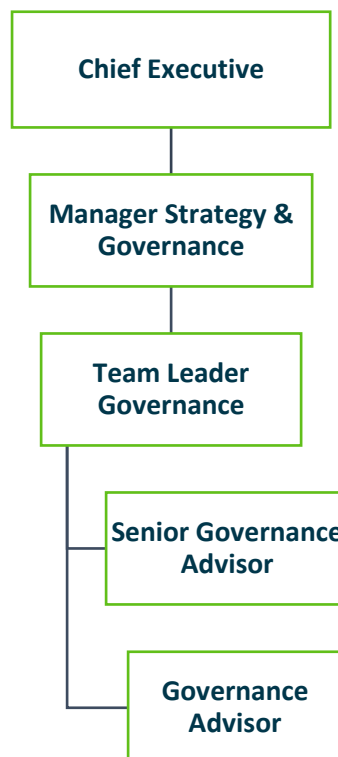
This role requires professional input tailored to your skills, the needs of the role, and your experience. It also includes activities that support individual professional development. Expectations will be regularly discussed, be fair, and reasonable, and align with the broad requirements outlined above.

Group and team goals:

The Governance team provides the following role and functions as part of the Strategy and Governance Section.

- 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 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 accountabilities

- Effectively implement appropriate HBRC frameworks, policies and supporting structures to meet Council's statutory obligations, e.g. Risk Management Framework, ICT Acceptable Use Policy.
- Deliver a full range of governance support services to Council and its committees including scheduling and facilitating meetings in accordance with LGOIMA, agenda preparation and distribution, accurate minute taking and timely distribution of minutes.
- Management of the LGOIMA register and requests to ensure information request responses meet statutory requirements including response timeframes.
- Assist with delivering elections and polls, including preparatory and follow-up processes, in the role of an Electoral Official.

- Prepare and provide clear, accurate and timely governance (e.g. LGA decision-making requirements, Council's governance structure, conflicts of interest) and/or meeting (e.g. Standing Orders, LGOIMA reasons to exclude the public) advice and guidance to elected members, the Chief Executive and Council officers, observing relevant legislation and regulations as required.
- In collaboration with the Team Leader Governance and Governance Advisor, ensure the efficient and effective use of software used to manage and deliver governance support services to meet Council's needs; proactively considering improvements and sector best practice.
- Provide ongoing support for governors on how to use hardware (iPads, laptops), software (Infocouncil) and Apps (Stellar Library), troubleshoot problems including online meetings.
- Deliver training to staff on the Council's decision-making process including timelines for writing reports.
- Be accountable for the delivery of orientation and training programmes for elected councillors and tāngata whenua appointees, and oversight of meeting attendance, remuneration and mileage allowances, with assistance from the Team Leader Governance, Governance Advisor and Māori Partnerships Team.
- In collaboration with the Team Leader Governance, deliver a range of regional cross-council Joint Committees, the Triennial Agreement, and a bilateral council engagement programme following each Triennial election.
- Be accountable for the coordination of Councillor representation on external entities including Local Government New Zealand nationally and within Zone 3 and Regional Sector engagement as appropriate.

Functional Relationships

Internal

- Chief Executive
- Executive Leadership Team
- Elected members
- Appointed committee members
- Team members
- Council/committee report writers

External

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

Community Relationships

Fostering good working relationships is fundamental to the successful achievement of our strategic goals. Our success relies on the support and collaboration of our community – "working with our community" is central to everything we do. This is particularly important in our relationships with tāngata whenua, emphasising co-governance and co-management. Trust is the foundation of these relationships, enabling us to support each other in addressing new challenges as they arise. This means:

- Always maintaining a professional attitude when dealing with external contacts.
- Providing accurate Information in a timely manner.
- Achieving outcomes that are fair and clearly understood by all parties.
- Ensuring customer satisfaction with responses to all requests for Information.

Continuous Improvement

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote 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 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.
- Delivering on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributing to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

Health and Safety

While working for HBRC all staff are expected to follow established health and safety procedures 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

Emergency Management

When an emergency happens, you should expect that you'll need to help carry out the Council's Civil Defence duties after making sure your family and dependents are safe. All HBRC staff are expected to pitch in with Emergency Management roles as needed. This means:

- Participating in training and exercises to stay prepared.
- Taking on the role assigned to you during emergencies.
- Acting on requests to step into an emergency management role when events occur.
- Knowing the relevant parts of the Business Continuity Plan (BCP) and what it means for your role.
- Being involved in regular reviews of the BCP's relevance for your team, section, or group.

Person Specification

Minimum qualifications and experience required.

- Relevant bachelor's degree or equivalent tertiary qualification
- At least 3+ years relevant experience in a similar role/industry

- Valid driver's licence required

Knowledge

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

- Sound knowledge of local government democracy management and services.
- Strong understanding of Council committee processes.
- Knowledge of the Local Government Act and other relevant legislation.
- Good understanding of standing orders requirements in local government.
- Good understanding of LGOIMA.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation of how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Sound judgement and initiative.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- 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 coordinate 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.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interactions 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