

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	Strategy & Governance Manager		
<b>Group/Section Details:</b>	<b>Group:</b> Strategy and Governance		
<b>Responsible to:</b>	Chief Executive		
<b>Responsible for:</b>	Strategy & Performance Team Leader; and Governance Team Leader		
<b>Job Family:</b>	OM4	<b>Grade:</b>	21

### 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.

#### 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

### Role Purpose

- To oversee the preparation of corporate planning instruments (Strategic, Long-Term and Annual Plans), and performance monitoring and reporting of progress against these instruments, and the associated provision of information and advice to Council.
- To be accountable for enabling informed, timely, safe, and effective strategic governance advice. This includes ensuring the transparency of local democratic processes and outcomes, as well as ensuring management systems, processes, and priorities are appropriately aligned with Governance requirements.
- Proactive and accurate governance advice is provided to the Chief Executive and Group Managers, Chair and Councillors, and to other relevant staff within agreed timeframes.

### Role Functions

The functions associated with this role are to:

- To promote the integrity of local democratic functions and provide leadership and management of the environments and processes necessary to enable the effective operation of, and good decision-making by the Council, its committees and subordinate working groups and bodies.

- To ensure the Chair, Councillors, Chief Executive and Group Managers are fully informed regarding effective management and compliance with Statutes and Regulations including the Local Government Act, Local Government Official Information and Meetings Act, Privacy Act and Ombudsman.

## Specific Functional Responsibilities

- Effective direction and leadership to the governance and strategy & performance teams ensuring objectives are met.
- To ensure Council develops and maintains an integrated corporate planning framework (i.e. Strategic, LTP and Annual plans) that meets statutory requirements and reflect Council's intended strategic direction and aspirations of Council.
- Providing expert strategic advice and support to:
  - the Council and Chief Executive on strategic governance compliance requirements, good governance systems, protocols, and practices, and political risk;
  - the Chair and Chief Executive regarding Council's obligations for compliance, monitoring and reporting;
  - the Chairs of Committees and Working Parties on all matters relating to the establishment, management and conduct of committees, working parties and ad hoc bodies.
- Oversight of the management of Council's responsibilities for election related matters under the Local Electoral Act (through the Governance Lead), including induction and training of councillors.
- Oversee the systems, processes, procedures and support necessary to enable effective governance and effective organisational responses to governance and representation requirements.
- Ensure the quality of official advice to Council and Council Committees is maintained, including overseeing training for staff in the preparation of advice, and ensuring that all Council decision making processes meet the standards required by statute.
- Ensuring easy public access to information on democratic processes, the Council and the decisions of Council, and effective maintenance of official records.
- Ensuring responses to official information and privacy requests are developed in full cognisance of legal requirements and Council's responsibilities to elected members, staff, and the public.
- To work closely with the ELT to support the Chair and the CEO with a range of cross-council Joint Committees, Triennial Agreement, bilateral council engagement programme, external entities upon which the Council is represented, involvement in Local Government New Zealand nationally and within Zone 3, and Regional Sector engagement.

## HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Council's vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

## 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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

## 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 Continuance 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.

## Ideal Person Specification

### Academic / Professional

- Degree in business management, legal, policy planning or equivalent.
- A minimum of 5 years in organisational business / local government /strategic planning.

### Knowledge

- Knowledge and experience working with the principles and methods of strategic planning, program evaluation, performance measurement, and results reporting;
- Advanced knowledge and understanding of Standing Orders, LGOIMA, Privacy Act and Local Government Act and other legislation pertaining to the Hawke's Bay Regional Council.
- Knowledge of local government sector issues and a sound understanding of HBRC's functional areas, roles and responsibilities, particular in the area of resource management.
- Ability to drive high standards and expectations for delivery of governance systems, protocols and processes with senior staff and elected members, and to proactively manage these for strong governance outcomes.
- Able to prioritise at strategic levels with a consistent, non-emotive and neutral outset.
- Proven ability to work on tight deadlines;
- Highly developed influencing skills with use of diplomacy.

- Ability to anticipate political risk through reading reports, being a ‘voice of reason’, understanding the impacts on the whole organisation and connecting across all.

### **Skills**

- Ability to formulate, implement and execute strategic objectives and plans.
- Proven delivery of corporate planning outcomes within the local government sector.
- High level of knowledge of administrative systems including the organisation and management of formal meetings and committees.
- Demonstrated ability to interpret and apply legislation and policy to practical situations.
- Discretion to deal appropriately with highly confidential material in the form of oral information, written and recorded information by members of Council and staff.
- Ability to formulate, interpret and implement policy.
- Highly developed oral and written communication skills.
- Politically savvy.

### **Personal Specification**

- Proven leadership skills that effectively build a strong team culture and deliver high performance.
- Highly adaptable with experience of operating at a senior level within the organisation.
- A genuine interest in and curiosity about the principles and practices of good governance.
- Demonstrated ability to operate effectively and make sound decisions under pressure and public scrutiny.
- Degree of maturity and confidence to handle a diverse range of situations is required.
- Excellent interpersonal and relationship management skills.
- Ability to deal with ambiguity.