

POSITION TITLE:	Senior Governance Advisor		
GROUP:	Strategy & Governance	SECTION:	Governance
REPORTS TO:	Team Leader Governance & Strategy and Governance Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	August 2020		

HBRC STRATEGY

Our Vision:

We want a healthy environment, 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-resilient biodiversity** ~ *kio ora, kia mahi tika te kanorau kioira*
- **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 the Senior Governance Advisor is to provide relevant, professional input into the Team aims to ensure the Strategy & Governance section achieves its objectives with particular focus to:

- Deliver high quality, effective and efficient governance support to the Council and its committees, including meeting facilitation and delivery of all associated documentation.
- Provide accurate, timely governance advice to Council's elected representatives and staff as required to ensure the council meets its statutory obligations, particularly in relation to the Local Government Act and the Local Government Official Information and Meetings Act (LGOIMA) and Standing Orders.

- Deliver the Council's representation arrangements and triennial local elections, including preparatory and follow-up processes.

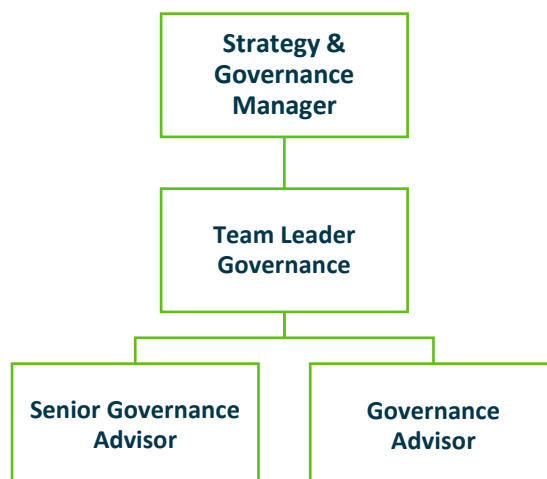
Your specific role will require professional input which will relate to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS

The Governance team 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 ACCOUNTABILITES

- Effectively implement appropriate HBRC frameworks, policies and supporting structures to meet Council's statutory governance 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 Standing Orders, agenda preparation and distribution, accurate minute taking and timely distribution of Minutes.
- Assist with management of the LGOIMA register and requests to ensure information request responses meet LGOIMA requirements.
- Deliver triennial election and follow-up processes in the role of Deputy Electoral Officer.
- 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 consider improvements and sector best practice.
- Provide ongoing support for governors on how to use hardware (iPads, laptops) and software (Infocouncil) and troubleshoot problems including online meetings.
- Develop and 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 representatives, 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 involvement in Local Government New Zealand nationally and within Zone 3, and Regional Sector engagement as appropriate.

FUNCTIONAL RELATIONSHIPS

Internal

- Chief Executive
- 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 within budget.
- Displaying sound judgment and making responsible decisions.

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.
- Complying 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 and training as 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 academic qualifications required

- Relevant Bachelor's degree or equivalent experience.
- Valid driver's licence required.

Working Knowledge

- 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 order requirements in local government.
- Good understanding of LGOIMA.

Advanced knowledge

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

- Proficiency in MS Word, MS Teams, Excel, PowerPoint and other database and information management systems.
- Analytical skills.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.

- Problem solving working knowledge

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 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.

Awareness

- Community, cultural and political awareness.

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