



Job Description

Position Title: **Team Leader Strategy**
Reports to: Policy and Planning Manager
Hub: **Strategy and Science**
Section: Strategic Planning

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives

<p><i>Manaaki Tangata</i> People first</p> <ul style="list-style-type: none"> simple end to end user-friendly processes - being a kind, helpful, creative, people centered organisation - doing the right things in the right way 	<p><i>Financially smart and strong</i> Kia auaha te ahumoni</p> <ul style="list-style-type: none"> make sensible long term decisions on investments and borrowing - always seek the best value for community money
<p><i>Kaitiakitanga of Tairāwhiti</i> Guardianship of Tairāwhiti</p> <ul style="list-style-type: none"> clear about environmental expectations - education and dialogue to achieve compliance, and be fair and transparent about enforcement - working in partnership with our community 	<p><i>A high performing culture</i> Kia ahurea te kokiri</p> <ul style="list-style-type: none"> putting safety and wellbeing at the forefront of all decision making - be innovative and creative in the use of Council resources - actively look for and find better ways of working and thinking

We will get there by...

- Supporting our staff to deliver.
- Developing solutions together with our community.
- 90-day plans - working group to prioritise.
- Shared KPIs - lead from the top.

Hub Chart



Purpose of the Position

Role of Strategy and Science

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving the high-level objective of promoting and advancing community wellbeing (social, environmental, economic, and cultural) throughout Tairāwhiti.

This is achieved through the delivery of our community and resource management policy and planning functions, as well as supporting integrated policy and cross-portfolio strategy development across the organisation. This Hub provides specialist skills in strategy and policy, science, environmental monitoring, and multifunction project management.

Strategy and Science's contribution is our programme management of key planning and strategy documents, resource management policy, and scientific evidence that contributes to producing and supporting this work.

Role of the Strategy Team

It is the role of the Strategy team to give meaning to the Council priorities and strategic framework. We use tools such as strategies, plans, bylaws, and projects to provide the link between our aspirational statements, our direction, and our operations (what we need to do on the ground).

The Strategy Team works across a broad spectrum of strategic areas, including:

- climate change response
- transport planning
- water security
- local government reform
- housing supply
- demographic assessments
- māori responsiveness
- public health and community safety.

Role of the Team Leader Strategy

The purpose of this position is to:

- lead the Strategy team
- oversee the development of policies, strategies and bylaws
- contribute to the development of resource management policies and plans and strategic projects across the organisation
- provide strategy and policy advice and support to the Policy and Planning Manager and Chief of Strategy and Science.

Primary Functions

1. Health, Safety and Wellbeing

- Take responsibility for your own health and safety
- Model a culture of safety and wellbeing for your staff
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation

- Lead the team in their health and safety (H&S responsibilities as outlined in Council's Health and Safety Systems.
- Actively promote and support H&S, wellbeing initiatives and a culture of responsibility and accountability for H&S in the work place.

2. Strategies, policies and evaluation

- Developing and managing delivery of the Strategy programme.
- Leading the development of high-quality strategy and policy advice to Council.
- Leading and influencing the effective and efficient production and review of policies, plans and strategies.
- Supporting the development of key strategies, plans and policies across Council including Council's Long Term Plan & Annual Plan.
- Ensuring all Council strategies, policies and plans are appropriately integrated with each other.
- Contributing to the development of resource management policies and plans.
- Keeping the Chief of Strategy and Science, and relevant Council staff, updated on strategic and local trends which may impact on Council or the region.

3. Relationships

- Consulting and engaging with the community in a timely and meaningful way.
- Leading or assisting with the brokering of key relationships, partnerships with Government and its agencies, and other key external parties in the policy and strategy space.
- Leading or assisting with writing submissions and advocating to Government on strategic issues for Council and more broadly Tairāwhiti.
- Ensuring integration and collaboration are part of the team's approach in delivering its work programme and working with others in planning and delivering strategic Council projects.

4. Leadership and Performance

- Managing the Strategy Team on a day-to-day basis.
- Maintaining a team environment that fosters and develops effective working relationships and a high-performance culture.
- Coaching, mentoring, supporting and enabling staff to achieve outcomes, and grow and develop in their roles.
- Managing staff and team performance, including the development and establishment of team & individual KPI's and performance objectives, carrying out performance reviews, and actioning performance issues.
- Evaluate and manage budget requirements and financial performance for the functions of the Strategy team
- Plan, co-ordinate and implement projects and specific work programmes as requested.

5. Promoting a Culture of Diversity and Inclusion, Respect and Understanding

- Build awareness and understanding of Tangata Whenua/Māori in our region.
- Contribute positively to opportunities to interact and develop relationships with Māori.
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context.
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes.
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people.
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others.

- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Tertiary qualification in Strategic Planning, Public Policy, Policy Analysis, Social Science, Resource, Environmental and City Planning, Economics, Business Studies or another relevant field

Skills / Knowledge

Essential:

- Strong leadership and management skills
- Extensive knowledge of strategy and policy development and implementation processes in a public sector context.
- Ability to present information (complex and technical) to Council, Iwi and to other stakeholders of Council in a variety of settings including public forums.
- Excellent interpersonal skills and the ability to effectively establish and build on internal and external working relationships
- Sound interpretive, analytical and problem-solving skills
- Ability to prioritise, be organised and work on multiple projects.
- A savvy collaborator who successfully works across the organisation.
- Influencing, brokering and negotiating skills that achieve win-win outcomes.
- A high level of emotional intelligence.
- Ability to work in a complex work environment, deal with ambiguity and across functions/teams.
- Skilled in facilitating external and internal workshops/meetings.
- Knowledge and understanding of the Treaty of Waitangi and its implications on local government act strategies, policies, bylaws and plans.

Desirable:

- Demonstrated awareness and understanding of iwi within the district.

Work Experience

- Proven success in leading teams to achieve results
- Familiarity with the local government environment

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Mana whenua
- Stakeholders
- Ratepayers and residents
- Government organisations
- Consultants and contractors
- Other local authorities

Internal:

- Chief Executive
- Central Organising Roopu
- Mayor and Elected Members
- All staff

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated