



Position Description

Position Title: Strategy & District Development Manager

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: The role of Strategy & District Development Manager ensures that Council's strategic direction is enabled through effective management and promotion of sustainable strategy and district development functions. This role provides strategic leadership across council, to support the effective and efficient development, implementation and maintenance of strategies and district development plans.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Support the Group Manager Strategy and Community Wellbeing in leading Council's strategy development and implementation, providing high quality strategic leadership.
- Support the effective and efficient development, implementation and maintenance of strategies and corporate plans.
- Council's strategic management framework provides a clear view of how development within the organisation should be managed, and a comprehensive strategic direction for both Governance and organisational work is implemented.
- Council's core organisational planning and reporting documents are aligned to a seamless corporate performance framework, are of high quality, compliant with legal requirements and reflect national frameworks and policy, including but not limited to; Long Term Plan, Annual Plan, District Plan and Annual Report.
- Have an oversight of Council's policies and by laws and ensure these are developed and maintained in alignment with the strategic framework.
- All demographic, economic and social data are to be accurately maintained and easily accessible to foster effective decision-making and multi-agency collaborative involvement and alignment.
- Support the ELT with strategic advice and direction for Council and Committee meetings.
- Support the execution and monitoring of TDC's Organisational Plan.
- Partner with Iwi on our strategic framework and strategy and plan development and implementation.
- Lead the development, implementation, and maintenance of the District Strategy.
- Embed and maintain a robust change management process for strategies and corporate plans.
- Drive the development of corporate plans including Long-Term Plan, Annual Plan, and District Plan.
- Drive the activities pertaining to the community wellbeing and district development.
- Drive the development and maintenance of environmental scans and performance measures.

- Drive the assessment of changes received from Central Government and facilitate TDC's submissions to these changes.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Relevant tertiary qualification in Strategic Management and Corporate Planning or equivalent experience.
- Demonstrated two years' experience in a strategy and planning management role within the public sector or Local Government.
- Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.
- Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.
- Demonstrated understanding and application of key Local Government legislation and its applicability to strategy and planning development.
- Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.
- Experience in people management.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Previous experience in Local Government
- Experience developing and implementing strategies and plans.
- Experience in project management methodologies, systems, and practices.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake performance development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives.

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	2
Financial delegation	\$5000
Contract delegation	Nil
Statutory delegation	Nil

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: