

## Your Position

<b>Your job</b>	<b>Senior Corporate &amp; Strategic Planner</b> <b>Kaihanga Mahere Rangatōpū me te Rautaki</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Strategy & Policy
<b>Your manager</b>	Manager Strategy & Policy, Michelle Macdonald
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

### How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

## Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures;
- Lead the preparation and adoption of the Long-term and Annual Plan across Council;
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

## Your purpose

The Senior Corporate & Strategic Planner role is to:

- Oversee and manage the development of Porirua City Council's statutory planning processes including the Long-term Plan, Annual Plan and Annual Report
- Develop and contribute organisational knowledge and expertise on the Council's consultation practices in conjunction with the City Growth and Partnerships business group
- Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• You will guide the work programme of the Performance &amp; Planning Advisor</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council committees.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	<ul style="list-style-type: none"><li>• Lead and coordinate the preparation and publication of the Council's Long-term Plan and Annual Plans so that they articulate the Council's strategic direction and provide a coherent and complete view of the Council's intentions for the relevant period</li><li>• Lead the development and implementation of the Council's performance reporting</li><li>• Coordinate the preparation and publication of the Council's Annual Report and Pre-Election Report</li><li>• Ensure statutory planning requirements in the Local Government Act are implemented.</li></ul>

## Operational Delivery

### **Long-term Plan and Annual Plan**

- Project manage the Long-term Plan and other corporate planning requirements ensuring that statutory deadlines and requirements are met.
- Manage the communications and public consultation processes for the Long-term Plan and Annual Plans including the analysis of submissions and feedback to submitters
- Contribute to the Council's submissions to other local authorities where they affect the Porirua City Council and/or the city and community
- Contribute to the Council strategic planning and policy work to ensure alignment between Council's corporate planning and decision making
- Liaise with the auditors on the Long Term Plan process and quality.
- Oversee the performance measurement framework to ensure it i:
  - is coherent, consistent and delivers robust information on the Council's overall performance
  - meets all statutory requirements (e.g. that mandatory measures are included has measures that are meaningful and capable of being reported on
- Manage a regular review of the Council's performance measures to ensure ongoing consistency, relevance, and the meeting of audit requirements
- Maintain effective working relationships with city stakeholders as partners in the development and implementation of the city's strategic direction
- Provide the Council with advice on the requirements of the Local Government Act 2002
- Provide supervision and support to staff (permanent and contract) working on the corporate planning processes.

### **Annual Report**

- Prepare and maintain appropriate processes (in conjunction with other groups or units of the Council) for annual reporting that have regard to both the Council and statutory deadlines and requirements
- Co-ordinate the preparation of the financial and non-financial information
- Assisting the managers with the year-end performance reporting requirements
- Liaise with the auditors on the annual report processes.

### **Other Statutory Requirements**

- Ensure the Council's Significance and Engagement Policy is up to date, compliant with the legislation and is appropriately implemented throughout the Council
- Ensure that all statutory requirements as required by the Local Government Act for the corporate planning function are complied with
- Coordinate the completion of the Pre-Election report.

	<p><b>Consultation</b></p> <ul style="list-style-type: none"> <li>• Ensure that the appropriate consultation practices are used in conjunction with the City Growth and Partnership business group</li> <li>• Assist the City Growth and Partnership business group with development of a consultation framework to ensure consistent quality consultation practice</li> </ul> <p><b>Project and Policy Assistance</b></p> <ul style="list-style-type: none"> <li>• Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with key stakeholders, business and industry groups</li> <li>• Establish and maintain close working relationships with internal staff, ensuring that relationships with both staff and key stakeholders are professional, positive, open, agile and constructive</li> <li>• Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification and technical competence in corporate planning, public policy, process/project management and/or business management</li> <li>• A proven record of complex project management and the ability to meet financial and project deadlines while maintaining a high quality of work</li> <li>• A strong working knowledge of the local government environment - functions, activities and legislation</li> <li>• Highly effective written and oral communication skills</li> <li>• Political savvy; ability to read a room and adapt accordingly to achieve good outcomes for Council</li> <li>• A strong working knowledge of performance reporting</li> <li>• Exceptionally strong relationship and interpersonal skills</li> <li>• Ability to work in multi-stakeholder processes efficiently and effectively</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li> </ul>
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It'd be great if you also have:

- Experience developing and implementing consultation processes in an innovative and cost-effective manner
- Some leadership/supervision experience
- Business acumen.

Last updated 25 June 2020