

Your Position

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| Your job | Senior Advisor – Long-term Plan Kaitohutohu Matua – Te Māhere Roa |
| Your group | Policy, Planning & Regulatory Services |
| Your team | Strategy & Policy |
| Your manager | Manager Strategy & Policy, Mia Matheson |
| Your base | Council premises within 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 strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
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 Advisor – Long term plan role is to:

- Oversee and manage the development of Porirua City Council's Long-term Plan.
- Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group.

Who you'll be working with

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| Your direct reports | <ul style="list-style-type: none"> • None |
| Your indirect reports | <ul style="list-style-type: none"> • None |
| External people and groups | <ul style="list-style-type: none"> • Government, public organisations and business • Members of the public and community organisations • Other local authorities • Contractors, consultants and suppliers • Industry groups |
| Internal people and groups | <ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees. |

Your responsibilities

| What you'll do | How you'll do it |
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| Strategic & Operational Planning | <ul style="list-style-type: none"> • Lead and coordinate the preparation and publication of the Council's Long-term Plan (including amendments as required) ensuring it articulates the Council's strategic direction and provides a coherent and complete view of the Council's intentions for the relevant period. • Contribute to the Council strategic planning and policy work to ensure alignment between Council's corporate planning and decision making. • Implement a robust reporting framework which monitors/tracks LTP decisions in relation to strategic priorities • Ensure statutory planning requirements in the Local Government Act are implemented. • Oversee the development of strategic priority reporting and implementation |

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| Operational Delivery | <p>Long-term Plan</p> <ul style="list-style-type: none"> • Project manage the Long-term Plan s ensuring that statutory deadlines and requirements are met. • Manage the communications and public consultation processes for the Long-term Plan including the analysis of submissions and feedback to submitters • Liaise with the auditors on the Long-term Plan process and quality. • 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 <p>Other Statutory Requirements</p> <ul style="list-style-type: none"> • Ensure the Policy and Strategy requirements as part of the LTP are up to date, compliant with the legislation, and appropriately implemented throughout the Council • Lead the development of the Significance and Engagement Policy, alongside Policy Advisors • Lead the development of the Pre-election report to ensure it aligns with the LTP and strategic priorities of the Council (every three years) • Ensure that all statutory requirements as required by the Local Government Act for the corporate planning function are complied with • Ensure any changes to legislation are reflected in the Long-term planning process and advise of impacts • Support the development of the Annual Plan & other corporate planning processes, if required <p>Consultation</p> <ul style="list-style-type: none"> • Ensure that the appropriate consultation practices are used in conjunction with relevant staff and teams • Ensure consultation meets legislative requirements <p>Project and Policy Assistance</p> <ul style="list-style-type: none"> • Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group. |
| Relationship Management | <ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders, business and industry groups • 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 • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events. |
| Corporate Responsibilities | <ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct |

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| | <ul style="list-style-type: none"> • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event. |
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Your skills, experience and qualifications

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

Last updated April 2025

Your Position

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| Your job | Senior Advisor – Annual Reporting Kaitohutohu Matua – Pūrongo ā-Tau |
| Your group | Policy, Planning & Regulatory Services |
| Your team | Strategy & Policy |
| Your manager | Manager Strategy & Policy, Mia Matheson |
| Your base | Council premises within Porirua |

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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, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control

Your purpose

The Senior Advisor – Annual Reporting role is to:

- Oversee and manage the development of Porirua City Council's statutory planning processes including the Annual Plan, Annual Report and performance reporting
- Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group.

Who you'll be working with

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Your responsibilities

| What you'll do | How you'll do it |
|----------------------------------|--|
| Strategic & Operational Planning | <ul style="list-style-type: none"> • Lead and coordinate the preparation and publication of the Council's Annual Plan and Reports 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 • Lead the development and implementation of the Council's performance reporting • Ensure statutory planning requirements in the Local Government Act are implemented. |

Operational Delivery

Annual Plan

- Project manage the Annual Plan and other corporate planning requirements ensuring that statutory deadlines and requirements are met
- Manage the communications and public consultation processes for the Annual Plan including the analysis of submissions and feedback to submitters
- Contribute to the Council strategic planning and policy work to ensure alignment between Council's corporate planning and decision making
- Oversee the performance measurement framework to ensure it is:
 - 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, alongside the Senior Data and Performance Advisor, 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

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 that all statutory requirements as required by the Local Government Act for the corporate planning function are complied with
- Support the development of the LTP & other corporate planning processes, if required

Consultation

- Ensure that the appropriate consultation practices are used in conjunction with relevant staff and teams
- Ensure consultation meets legislative requirements

Project and Policy Assistance

- Contribute project and policy assistance to other parts of the Planning and Regulatory Services business group.

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| It'd be great if you also have: | <ul style="list-style-type: none"> • Business acumen. |

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