

Your Position

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

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:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our 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 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, 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.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

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

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
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	<p>Annual Plan</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 <p>Annual Report</p> <ul style="list-style-type: none"> • 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.

	<p>Other Statutory Requirements</p> <ul style="list-style-type: none"> • 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 <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 • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• A relevant tertiary qualification and technical competence in corporate planning, public policy, process/project management and/or business management• A proven record of complex project management and the ability to meet financial and project deadlines while maintaining a high quality of work• A strong working knowledge of the local government environment - functions, activities and legislation• Highly effective written and oral communication skills• A strong working knowledge of performance reporting• 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.
It'd be great if you also have:	<ul style="list-style-type: none">• Business acumen.

Last updated April 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.