Tūranga Mahi / Position Description:

Manager – Governance and Strategy/ Kaiwhakatere Arotahinga

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.
The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Manager – Governance and Strategy/ Kaiwhakatere Arotahinga
RANGATIRA - REPORTS TO:	Group Manager – Organisational Performance & Innovation
KĀHUI - GROUP:	Organisational Performance & innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	The Governance and Strategy Manager is responsible for leading and integrating the Governance & Democracy Team, and Strategy & Corporate Planning Team to ensure cohesive and effective governance, and strategic planning across the organisation. This role involves overseeing the development and implementation of governance policies and democratic processes, coordinating strategic planning efforts. The Governance and Strategy Manager will drive organisational excellence by fostering transparency, accountability, and strategic alignment, ensuring compliance with regulatory requirements, and supporting informed decision-making. The position is crucial for maintaining organisational integrity, promoting effective governance practices, and achieving strategic objectives.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Governance & Democracy Team • Strategy & Corporate Planning Team
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience

HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	**Governance Oversight** • Governance Framework: Develop, implement, and maintain a comprehensive governance framework, including policies, procedures, and democratic processes. Ensure that governance practices are compliant with legal, regulatory, and ethical standards. • Policy Management: Regularly review and update governance policies to ensure they reflect current laws, regulations, and best practices. **Strategic Planning** • Strategic Development: Lead the Strategy & Corporate Planning Team in the development, implementation, and monitoring of the organisation's strategic plan. Ensure alignment with organisational goals and objectives. • Performance Management: Oversee the performance management process, including the setting of strategic goals, key performance indicators (KPIs), and regular performance reviews. • Strategic Initiatives: Monitor the progress of strategic initiatives, evaluate their effectiveness, and recommend adjustments as needed to achieve organisational goals. **Leadership and Team Management** • Team Development: Lead and mentor the Governance & Democracy Team, and Strategy & Corporate Planning Team, fostering a collaborative and high-performance work environment. • Conflict Resolution: Address and resolve conflicts within and between teams, ensuring effective teamwork and alignment with organisational objectives. • Performance Evaluation: Conduct performance evaluations, provide feedback, and support professional development for team members. **Stakeholder Engagement** • Relationship Management: Build and maintain strong relationships with key stakeholders, including the Board of Directors, senior management, regulatory bodies, and external auditors. • Communication: Act as the primary point of contact for governance and strategic planning inquiries, ensuring effective communication and resolution of issues. **Compliance and Reporting** • Regulatory Reporting: Ensure compliance with all relevant regulatory requirements and reporting obligations. Prepare and present accurate and timely reports on governance and strategy to senior management and the Board. • Documentation: Maintain comprehensive records of governance activities and strategic planning processes. **Continuous Improvement** • Best Practices: Drive continuous improvement in governance practices, and strategic planning processes by staying informed about industry best practices and emerging trends.

- Process Enhancement: Identify opportunities to enhance processes and systems within governance, and strategy functions.

Training and Awareness

- Training Programs: Develop and deliver training programs related to governance and strategic planning to ensure that staff are informed and compliant with relevant policies and procedures.
- Awareness Campaigns: Promote awareness of governance policies and practices across the organisation to foster a culture of compliance and ethical behavior.

Project Management

- Project Oversight: Manage and oversee projects related to governance, and strategy ensuring they are completed on time and within budget.
- Resource Allocation: Effectively allocate resources to support governance and strategic planning activities.

- Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement.
- Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities.

Accessibility & Inclusion

- Demonstrate a commitment to accessibility, inclusion, and equitable outcomes in all aspects of the role.
- Consider accessibility and inclusion requirements when developing, delivering, reviewing, or contributing to services, processes, communications, systems, projects, and customer interactions.
- Support a workplace culture that values diversity, promotes inclusion, and enables participation for employees, customers, and stakeholders with differing needs and abilities.
- Ensure work undertaken as part of the role complies with Council policies, accessibility requirements, and relevant legislative obligations.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as quivalent)	**Required**
	• Relevant tertiary qualification or experience ideally in a public sector environment, policy development or business management.
	• Demonstrated experience in working with legislation.
	• Proven Local Government experience at a senior leadership level.
	• 7+ years' experience in working with and applying:
	  ○ The Local Government Act
	  ○ The Local Electoral Act
	  ○ The Local Government Official Information and Meetings Act
	  ○ NZ Standards Standing Orders for Meetings
	  ○ Resource Management Act - the hearing and decision-making sections
	Desirable
	• Portfolio management experience including investment selection and business case development.

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	**Strategic Leadership** • Visionary Thinking: Ability to develop and articulate a cohesive vision for governance and strategy that aligns with the organisation's overall mission and goals. • Strategic Planning: Proficiency in guiding the development and execution of strategic plans, ensuring alignment with organisational objectives and long-term goals. **Governance Expertise** • Governance Framework Development: Expertise in designing and implementing robust governance frameworks and democratic processes that ensure legal compliance and organisational integrity. • Policy Management: Ability to develop, review, and update governance policies and procedures, ensuring they meet regulatory requirements and best practices. **Strategic Planning Skills** • Strategic Alignment: Competence in managing strategic planning processes, including setting goals, defining objectives, and measuring performance to ensure alignment with organisational priorities. • Change Management: Skill in managing change and adapting strategic plans in response to evolving internal and external conditions. **Leadership and Team Management** • Team Leadership: Strong leadership skills to manage and develop teams across Governance & Democracy and Strategy & Corporate Planning functions, fostering collaboration and high performance. • Conflict Resolution: Skill in addressing and resolving conflicts within and between teams to maintain a productive and positive work environment. **Communication Skills** • Interpersonal Communication: Excellent ability to communicate effectively with diverse stakeholders, including senior management, board members, and team members. • Presentation Skills: Proficiency in presenting complex information clearly and persuasively to various audiences, including preparing reports and facilitating meetings. **Financial and Resource Management** • Budget Management: Experience in developing and managing budgets related to governance and strategy activities, ensuring efficient use of resources. • Resource Allocation: Competence in allocating resources effectively across teams to achieve organisational goals and support strategic initiatives. **Analytical and Problem-Solving Abilities** • Data Analysis: Strong analytical skills to interpret data, identify trends, and make data-driven decisions that enhance governance and strategy. • Problem Solving: Ability to address complex issues and challenges, developing innovative solutions and making informed decisions.

	Compliance and Regulatory Knowledge • Legal and Regulatory Knowledge: In-depth understanding of relevant laws, regulations, and industry standards related to governance and strategic planning. • Compliance Management: Ability to ensure that all activities and processes comply with legal and regulatory requirements. **Organisational Skills** • Project Management: Proficiency in managing multiple projects and initiatives simultaneously, ensuring timely and successful completion. • Detail Orientation: Attention to detail in overseeing governance processes and strategic planning activities. **Adaptability and Resilience** • Flexibility: Ability to adapt to changing conditions, priorities, and emerging issues in governance and strategy. • Resilience: Capacity to handle challenges and setbacks effectively, maintaining a positive and proactive approach. **Cultural and Ethical Awareness** • Cultural Sensitivity: Understanding and appreciation of diverse perspectives and the ability to incorporate this sensitivity into governance and strategic practices. • Ethical Integrity: Commitment to upholding high ethical standards and promoting a culture of integrity and accountability.