

# Tūranga Mahi / Position Description: Corporate Strategy & Compliance Lead

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*Nāu te rourou, nāku te rourou ka ora ai te iwi*

*With your basket of knowledge, and my basket of knowledge, all will be well*

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role<sup>1</sup>.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

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<sup>1</sup> This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

## TE ĀHUA O TE MAHI - POSITION SPECIFICATION

<b>MAHI - POSITION:</b>	Corporate Strategy & Compliance Lead
<b>RANGATIRA - REPORTS TO:</b>	Manager – Governance, Strategy and Compliance
<b>KĀHUI - GROUP:</b>	Organisational Performance and Innovation
<b>TAUNGA MAHI - LOCATION:</b>	Civic Centre
<b>PŪTAKE - POSITION PURPOSE:</b>	To lead integrated strategy planning, development and progress that aligns with the Council's strategic direction, Council's Vision and the 2050 Te Arawa Vision.
<b>NGĀ WHAKARITENGA - DELEGATIONS</b>	<p><b>Direct reports</b></p> <p>Number and nature of direct reports:</p> <ul style="list-style-type: none"> <li>○ Strategic Advisor – Corporate Strategy and Planning</li> <li>○ Strategic policy Advisor</li> <li>○ Strategy, policy and Compliance Officer</li> </ul> <p>Budget responsibility – Nil</p>
<b>FUNCTIONAL AREAS:</b>	<ul style="list-style-type: none"> <li>• Vision strategy development and management</li> <li>• Strategy and policy – consistency with Council's strategic and identity</li> <li>• Bylaws/policy register – review and creation</li> <li>• Corporate planning e.g. Long-term Plan/Annual Plan/Pre-election report/non-financial performance measures</li> <li>• Corporate legislative compliance</li> </ul>
<b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal</b>	<ul style="list-style-type: none"> <li>• Mayor and Elected Members</li> <li>• Te Tatau o te Arawa</li> <li>• CE's Group</li> <li>• Manahautū Te Arawa Partnership</li> <li>• Destination Development</li> <li>• Organisational Performance &amp; Innovation</li> <li>• Infrastructure &amp; Assets</li> <li>• Chief Financial Officer</li> <li>• People &amp; Culture</li> <li>• Community Experience</li> </ul>
<b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External</b>	<ul style="list-style-type: none"> <li>• Council stakeholders</li> <li>• Contracted service providers</li> <li>• Technical professionals in your field</li> <li>• Consultants and Contractors</li> <li>• Auditors</li> <li>• Local Iwi groups</li> <li>• Neighbouring local authorities</li> <li>• Mayor and Elected Members</li> <li>• Local Government New Zealand (LGNZ)</li> <li>• Media and professional groups</li> <li>• Regional Council</li> <li>• Chamber of Commerce</li> <li>• Te Arawa Entities</li> <li>• Rotorua Community &amp; Partnership</li> <li>• Police</li> </ul>

<b>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Lead and facilitate the performance of Council's Vision.</li> <li>• To ensure integrated strategy development and alignment with the Council's strategic direction.</li> <li>• Ensure planning and performance aligns with Council's Vision and with the 2050 Te Arawa Vision.</li> <li>• To ensure that there is a Community Performance Framework and delivery is monitored and reported on.</li> <li>• To ensure that all strategy, policies and bylaws are current, fit-for-purpose, compliant with prevailing legislation and integrated with Council's strategic direction.</li> <li>• Develop and monitor a legislative compliance framework for the organisation that is fit for purpose and aligns with prevailing legislation.</li> </ul>
<b>TE ĀHUA O TE TANGATA - PERSON SPECIFICATION</b>	
<b>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualification or experience ideally in a public sector environment, policy development or business management</li> <li>• Demonstrated experience in working with legislation</li> <li>• Proven Local Government experience at a senior leadership level</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Project management</li> </ul>
<b>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Proven thought leadership at a strategic level – ability to proactively assist in the direction of the organisation.</li> <li>• Proven positive strategic development and management with iwi and key stakeholders</li> <li>• Excellent communication and relationship management skills and ability to work effectively as an influencer.</li> <li>• Proven inspirational leader and developer of high performing teams.</li> </ul>

<p><b>NGĀ UARATANGA - VALUES:</b></p>	<p style="text-align: center;"><b>Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</b></p> <p><b>WHY WE DO IT.....</b> We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p><b>HOW WE DO IT.....</b> We do this by working in partnership, making it simple and solutions focused</p> <p><b>WHAT WE DO.....</b> We provide quality services for our community and people to prosper</p> <p><b>OUR CORE VALUES – PEOPLE FIRST</b></p> <p><b>RESPECTFUL:</b> Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p><b>HELPFUL:</b> Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p><b>ENGAGING:</b> Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p><b>INSPIRING:</b> Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p><b>INNOVATIVE:</b> Find solutions, Progressive, Continuous improvement, Empowered</p> <p><b>BICULTURAL:</b> Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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