



Tūranga Mahi / Position Description:

Principal Adviser - Executive Performance

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:	Principal Adviser - Executive Performance
RANGATIRA - REPORTS TO:	Chief People Officer
KĀHUI - GROUP:	Chief Executive's Group
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide senior, independent and future-focused advisory support to the Executive team, lifting the quality, coherence and timeliness of strategic advice, Council papers, Executive papers, presentations and long-term thinking. The role supports leaders to synthesise complex issues into clear options, evidence-based recommendations and high-quality decision material, while identifying opportunities to improve internal workflows, systems, templates and organisational practices that support better decision-making and delivery.
NGĀ WHAKARITENGA - DELEGATIONS	• No direct reports. • Financial and HR delegations to be applied in accordance with Council policy and delegated authority. • Expected to exercise significant influence through advice, coaching, coordination and quality assurance rather than line management authority.
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:	Senior advisory and strategic thinking • Provide high-quality, independent advice to the Executive team on complex, sensitive or cross-organisational matters. • Synthesize information from across Council functions into concise, evidence-informed insights that identify options, trade-offs, risks, implications and recommended next steps. • Support horizon scanning, long-term thinking and the development of strategic narratives that connect current decisions to future community, organisational and financial outcomes. High-quality papers, briefings and presentations • Draft, review and quality-assure Council papers, Executive papers, briefings, reports, correspondence, presentations and other decision-support material. • Translate complex technical, operational, policy or financial information into clear, plain-English material suitable for senior leaders, elected members and other audiences. • Maintain a strong focus on decision quality, including clear purpose, statutory or policy context, assessment of options, risk, financial implications, consultation and implementation considerations. Business improvement and future capability • Identify opportunities to improve internal systems, workflows, templates and practices for preparing advice, tracking commitments and supporting executive decision-making. • Develop or refine practical tools, templates, guidance and examples that improve the quality, consistency and timeliness of advice across management teams. •

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Identify areas where future digital, automation or AI-enabled support could reduce duplication, improve analysis, strengthen reporting or support better business outcomes, and work with relevant business owners and Information Services to test or progress these where appropriate.

Organisational capability, coaching and continuous improvement

- Provide peer review, constructive challenge and mentoring to managers and staff preparing strategic advice or formal decision material.
- Lead or support complex pieces of work that require coordination across teams, good judgement, discretion and practical delivery focus.

Relationships, integrity and responsiveness

- Build trusted relationships across Council and work collaboratively across boundaries to support others to succeed.
- Exercise political awareness, professional judgement and confidentiality when working on sensitive, ambiguous or high-profile matters.
- 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.

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 equivalent)	Required • Relevant tertiary qualification in public policy, public management, business, law, communications, digital transformation, data / information management, or equivalent experience. • Significant senior-level experience preparing high-quality advice, decision papers, reports, presentations or strategic material for executive, governance, political or similarly senior audiences. • Demonstrated ability to work effectively in a public sector, local government, iwi, Crown, or complex stakeholder environment. • Confident user of Microsoft 365 and other approved digital tools, with the judgement to use technology appropriately to support productivity, drafting, analysis and collaboration. Desirable • Experience supporting organisational change, continuous improvement, digital enablement or productivity improvement. • Understanding of machinery-of-government, local government decision-making, Te Tiriti o Waitangi obligations and the Rotorua / Te Arawa context. • Experience mentoring or coaching others to improve written advice, analytical quality, presentation design or management practice.
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Excellent analytical and critical thinking skills, including the ability to quickly identify the core elements of an issue and frame practical options. • Exceptional written communication skills, with the ability to produce concise, fluent and clearly presented advice for senior decision-makers. • Strong presentation and storytelling capability, including the ability to translate complexity into compelling slides, one-page summaries and executive narratives. • Strong digital literacy, including confident use of Microsoft 365 and approved productivity tools, with the ability to identify where digital, automation or future AI-enabled support may improve business processes, subject to Council policy, privacy, information management and Information Services requirements. • Sound judgement, discretion and political nous when working with ambiguous, sensitive or high-profile issues. • Strong relationship management and influencing skills, with the confidence to constructively challenge, coach and support senior managers. • Ability to work across boundaries, manage competing priorities and deliver high-quality outputs under pressure. • Commitment to Te Ao Māori, tikanga-informed practice, Te Tiriti o Waitangi obligations, inclusion, accessibility, health and safety, and Council values.