

Gisborne District Council

JOB DESCRIPTION

Job Title:	CHIEF EXECUTIVE
Employment Period:	Up to a five year fixed term as per the Local Government Act 2002.
Remuneration:	Market related package and commensurate with the importance of the leadership role.
Residence:	There is a preference for the CE to be community minded and to reside in the Gisborne District.
Position Purpose:	<p>The CE is responsible for proactively leading and managing the Gisborne District Council and for advising, initiating and implementing strategies as agreed by Council in an efficient, financially prudent and customer friendly manner.</p> <p>As the customers champion the CE will embed a culture of service underpinned by a 'can do' attitude, empathetic to community needs and supportive in times of adversity.</p> <p>The CE is responsible for empowering and nurturing meaningful relationships across Hapū and Iwi, the implementation of the Treaty Compass and Te Tiriti o Waitangi partnerships.</p> <p>To shape strategies, communicate both formally and informally with elected members and implement initiatives that support the communities aspirations. The CE is responsible for ensuring Council's policies and strategies are implemented, the delivery of the Annual and Long Term Plans whilst ensuring compliance with all relevant legislation.</p> <p>The CE will proactively and genuinely engage with the community, Iwi/ Hapū, business groups, NGO's and agencies, building positive and productive relationships recognising and considering the diverse needs of our community.</p> <p>The CE acts as a champion for the district, ensuring that the organisation is fully engaged in productive, sensitive and working partnerships with its stakeholders to fulfil its community leadership role. Keeping abreast of sector reform, seeking and acting on opportunities that provide benefits to the people of our district.</p>
Experience:	Minimum of 7 years experience in a senior leadership role gained in the public or private sector.

Responsible To:

The community via the Mayor and Council

- a. The Chief Executive Officer of the Council with authority over all other staff as is necessary for the efficient management and execution of the Council's functions.
- b. Responsible to the Council for the management, control and reporting of Council's total operation.
- c. The management team report directly to the CE with scope for the senior management team to report, interact and advise Council, in an unbiased and complete manner, on matters affecting their departments.

Management Team:

Director Internal Partnerships and Protection
Chief Financial Officer – Finance and Affordability
Director Engagement and Māori Partnership
Director Liveable Communities
Director Sustainable Futures
Director Community Lifelines

Other Direct Reports:

Executive Assistant

Functional Relationships:

Mayor and Councillors
Employees
Hapū and Iwi
Community
Public and private sector organisations
Community organisations and representatives
Government agencies

Other Relationships:

There is an expectation that the CE will be 'community minded' and will be proactively involved in appropriate and relevant community activities.

Key Result Areas:

Team Management and Leadership

- To provide inspirational and decisive leadership to Council staff and to encourage effective management and staff practices delivering a culture of service underpinned by a 'can do' empathetic attitude
- Provide clear leadership and strategic direction to Council staff to ensure an integrated approach to service provision, programme management, resource allocation and prioritisation to deliver on the strategic intent of Council
- To actively manage and promote a respectful organisational culture, valuing tikanga, ensuring the provision of the highest quality, and most effective service delivery to the community and is sensitive to the diverse needs of the Gisborne District and its people
- To determine and implement a robust performance management framework appropriate for a customer/stakeholder facing organisation and which emphasises empowerment, accountability, initiative and continuous improvement in service delivery
- To employ, on behalf of the organisation, employees of council that reflect the values of Council, ensuring best practice employment processes and policies are met at all times
- To maintain positive interaction between elected members, management and staff, with a focus on a collaborative, engaged, and productive working relationship that is appropriate and respectful to the role of governance and operations
- Deliver culture change to meet the needs of the community, empowering staff to take ownership of their roles and functions, developing a learning culture of continuous improvement and innovation and role model the vision and values of Council.

Strategy

- Act as the Council's key advisor, and support staff to undertake this role, to shape, communicate and present to Council innovative strategies and initiatives that will drive economic and social resilience and wellbeing and to ensure strategies are well rounded and risk factors are mitigated as much as possible
- To proactively manage resources to deliver on the Council's strategic priorities as intended by Council and to ensure management and staff interpret Council strategies as they were intended
- Keep abreast of, and influence, sector reform and engage with elected members as appropriate, and continuously scan for future influences and opportunities which may impact on Council to ensure that it is best placed to respond to the needs of the community into the future
- To report regularly and communicate both formally and informally with elected members on progress towards strategic objectives
- To develop and deliver an organisational development strategy that promotes opportunity, equality, tikanga, and personal development ensuring that the organisation has the capability and capacity to deliver its strategic and operational commitments now and into the future.

Governance

- To develop and maintain the governance framework by providing well rounded, clear, unbiased and transparent advice to the Council ensuring high quality decision making for the social, environmental and economic resilience and growth of the district
- Ensure that all advice and decision making across all areas of Council is fully compliant and consistent with all relevant legislation and codes of practice
- To regularly review and report on issues that could create future risks for Council, and ensure timely, accurate and appropriate reporting to Council on all activities
- To implement Council decisions in a timely manner as required.

Planning and Reporting

- Maintain systems to enable the effective planning and accurate reporting of the financial, achievement of plans, and service performance of the Council with exceptions highlighted in a straightforward and transparent manner
- To complete the timely preparation of appropriate and compliant forward planning
- To develop and implement a robust annual planning process including financial budgets and plans which meet statutory, timing and quality requirements
- To ensure plans are implemented as fully as is practicable to agreed performance standards and within budget
- To scrutinise and advise Council of the implications of any planned legislative changes or policy intentions from central government and related agencies
- Ensure the diverse needs of the community and Iwi/ Hapū are considered and embedded in Council strategy and plans, and to develop and maintain appropriate and sensitive engagement with the community, Iwi/Hapū and other stakeholders in the development of strategies, plans and council services.

Relationship Management and Communication

- Work in partnership with elected members in their role as community leaders by supporting and advising elected members, building and fostering relationships with community groups, Iwi/ Hapū, local employers, central government and other local authorities
- Develop and maintain external and internal engagement and communication methodologies to ensure members, staff, key stakeholders, ratepayers and media are informed on and understand Council's strategic direction, priorities, activities and plans in a transparent manner
- To take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the district and its communities
- To role model values based leadership, underpinned by a strong ethics base, and a respect for people and relationships, ensuring staff are engaged, consultative and sensitive to the needs of the community, Iwi/Hapū and other stakeholders.

Operational Management

- To take all practicable steps to ensure the wellbeing of staff, creating a safe and healthy workplace by promoting and implementing all relevant legislative and regulatory requirements
- To ensure compliance by Council with all statutory and regulatory provisions applicable to the operation of Council
- To have an understanding of cost effective provision of infrastructure for the Gisborne District
- To maintain a constant review of the organisation and its administrative structure making recommendations to Council where major changes are required in the interests of efficiency and effectiveness
- To actively manage Council resources to deliver activities in the most efficient and effective manner to achieve agreed organisational outputs
- To maintain sound and robust financial practices and policies to minimise financial risk to Council and maximise return on investment and provide Council with timely financial reporting highlighting exceptions.

Candidate Profile:

Key competencies

- Thinks creatively identifying new frameworks for solutions and is a catalyst for change creating a culture where existing approaches/thinking are reviewed and enhanced while respecting people
- Community minded, active and influential in a wide range of networks with gravitas and highly developed people skills, excellent listener and communicator with influencing skills that are appropriate and considerate to the audience at hand
- Manages stakeholder engagement through highly developed relationship management skills with a values based approach; is comfortable empowering and enabling relationships between senior managers, staff, elected members and the community
- Builds high performing teams, values team work, delegates and clearly articulates expectations, promotes performance and accountability
- Values people, provides learning and development opportunities, is motivational and effectively utilises peoples capabilities and fosters collaboration
- Ensures the team delivers results within agreed time and resource constraints
- Comfortably deals with finding solutions in light of imperfect information, complex issues or ambiguity
- Encourages others to search for new opportunities and to take calculated risks
- Anticipates and takes responsibility for meeting the needs of elected members, the community, Iwi/Hapū, stakeholders and staff when appropriate
- Comfortable leading a varied and complex programme of activities and projects and championing the strategy, empowering and supporting leaders to lead, as well as working at the operation level to support implementation when required as one team
- Demonstrates a commercial understanding and can interpret complex commercial, financial and legal information in an analytical manner
- Can clearly articulate and communicate complex and technical information as appropriate to the audience, can hold their own with subject matter experts as well as communicate effectively with non-experts
- Has a flexible approach and is capable of managing a variety of conflicting issues and demands in a calm manner
- Intellectually versatile and curious and able to apply knowledge and skills to a broad range of issues.

Key qualifications and experience

- A relevant tertiary or professional qualification or equivalent experience
- Substantial and consistent leadership and management experience in a complex environment
- An ability to develop effective and productive relationships with a governing board
- An ability to develop strong productive relationships with the community and stakeholders
- Experience of tikanga Māori and building relationships and partnerships with Iwi and Hapū
- Significant experience leading, planning and managing projects and initiatives over a broad spectrum of issues
- Well versed in developing methodologies, shaping strategy, and communicating complex and technical information in a straightforward manner to a wide variety of stakeholders
- Extensive experience overseeing the preparation, management and control of large complex budgets and capital programmes and in the deployment of resources to achieve objectives
- A demonstrated track record of establishing a strong performance management culture which is customer and service focused, values driven and allows for the objective measurement of outcomes and value
- Experience in local government processes would be an advantage but it is not necessary – political awareness and sensitivity is a must as is experience working in a complex and regulated environment.