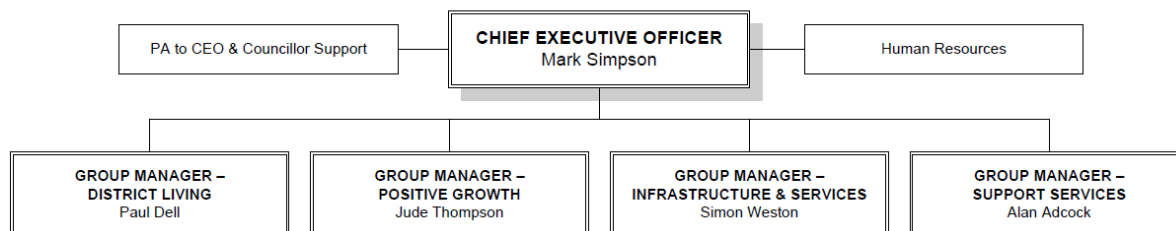


Whangarei District Council

JOB DESCRIPTION

Job Title:	Chief Executive Officer
Responsible To:	Mayor and Councillors (through CEO Review committee)
Responsible For:	329 equivalent full-time staff

Organisation Context



Mission

Creating the ultimate living environment.

Vision

To be a vibrant attractive and thriving district, by developing sustainable lifestyles based around our unique environment; the envy of New Zealand and recognised world wide.

Values

The Vision for our district and the Mission for our organisation are underpinned by the Whangarei District Council's commitment to the fundamental core values below. These values guide the way we do business in all activities and services for the benefit of the community.

- Communication
- Customer First
- Innovation and Excellence
- Valuing Employees and Partnerships
- Visionary Leadership

Community Outcomes

The following are the community outcomes we aim to achieve through our Mission, Vision and Values.

- A District which is safe and crime free.
- A Community which is healthy and educated.
- A vibrant and growing local economy
- A District with community programmes and facilities for all
- A Community which values its culture and heritage
- A sustainable, environmentally responsible District which values its natural uniqueness

Auahi

Āuaha mutunga kore o te Āo tūroa.

Tirohanga

Ka kitea to Ihi, te Ataahuatanga kia anga mua tonu nga mahi i roto i tō tātou rohe. Kia pūmau tonu, te ahurei o te Tai Ao, i te taha moana. Ka āhua kōhaehae te titiro mai o te ao whanui ki a Āotearoa.

Wariu

Nga tirohanga mō tō tatou rohe, mē nga auahi mō tō tatou roopu whakariterite, nā te roopu tautoko kaupapa. Te Kaunihera ā rohe o Whangarei. Kia noho here ki nga pu taketake whai wāriū.

- Whaka Kotahi Haere
- Te kai tonu ite tuatahi
- Whakatakoto Kaupapa hou, whakahirahira
- Wāriūtanga o ngā kaimahi i roto i te haerenga tahitanga, pērā i nga tikanga o te Tiriti o Waitangi
- Tirohanga kai Ārahi (nga tirohanga whakamua kaiārahi)

Nga Kaupapa

Koia enei nga kaupapa a te nohoanga he whai whakaaro me nga tukunga iho. Ta matou tino kaupapa he whakatutuki i tenei putake puta noa ta matou auahi mo te tirohanga me nga wariu.

- He rohe kore whai hara hei whakaongaonga i nga tangata whanui
- He rohe whai i te hauoratanga me te matauranga
- Kia whai ihi kia whai hua nga umanga kia anga mua tonu nga mahi i roto i to tatou rohe
- He rohe whai whakahaerenga whai whare mo nga tangata katoa
- Ka wariutia nga ahurea me nga taonga tuku iho
- He rohe tiaki me te pumau tonu i te ahurei o te taiao

Job Purpose

The Chief Executive is responsible for the inspirational leadership, direction and management of Whangarei District Council, and for providing advice to the Mayor and elected members on the identification and development of key strategic objectives and priorities.

The Chief Executive is accountable for effectively managing all the resources within the Council's remit to deliver excellent customer service to all those who work, live in or visit the District, whilst ensuring compliance with all relevant legislation especially the Local Government Act.

The Chief Executive is charged with decisively leading and empowering the senior management team and staff to deliver on the Council's vision, values and objectives in a coordinated, corporate approach.

The Chief Executive is responsible for leading the organisation through change, driving innovative approaches to best position the Council to create and maximise opportunities as a result of change both in terms of changing government policy and economic conditions.

The Chief Executive acts as an ambassador for the Council to ensure it is fully engaged in a working partnership with its stakeholders and communities to fulfil its community leadership role.

The Chief Executive builds and maintains strong relationships with key stakeholders to influence development of the district and its communities/hapu.

Key Result Areas and Accountabilities

Strategy

- To innovatively lead the organisation to deliver its vision and purpose
- To shape, communicate and implement strategies and initiatives that support the Council's strategic intent across the Council's social, economic, infrastructure and environmental services with a particular focus on supporting economic growth in a planned and measured way
- To 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 ensures that the organisation has the capability and capacity to deliver the Council's strategic priorities

Governance

- To provide clear, timely, appropriate, balanced and unambiguous advice to Council on strategy, goals, objectives, policy and new initiatives for all areas of Council activity ensuring such advice is fully compliant and consistent with all relevant legislation and codes of practice
- To develop and maintain the governance framework ensuring the timely and accurate reporting to Council to enable high quality decisions
- To regularly review and report on issues that could create future risks for Council
- To implement Council decisions as required

Planning and Reporting

- To complete the timely preparation of appropriate forward planning documents including but not limited to the Community Outcomes and the Strategic Plan/LTP
- 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 including revenue generation
- To report progress towards the achievement of plans regularly to Council with exceptions highlighted
- To scrutinise and advise Council of the implications on plans of any planned legislative changes or policy intentions from other agencies or Central Government
- To undertake appropriate community and stakeholder consultation in the development of forward planning documents

Team management and leadership

- To 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 an organisational culture which ensures the provision of the highest quality, and most effective service delivery to the community
- 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 Council the staff of Council ensuring best practice employment processes and policies are met at all times
- To build and maintain a high performing empowered team through effective management, mentoring and communication to position council as an “employer of choice”
- To manage the interface between elected members and officers, maintaining the essential member/officer partnerships and establishing appropriate member/officer processes

Relationship Management and Communication

- To work in partnership with elected members in their role as community leaders by advising on building and fostering relationships with community groups, other local authorities, local employers and voluntary groups
- To build and maintain strong relationships with local and other key stakeholders to influence the intended direction of Council
- To 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
- To develop and maintain effective engagement and consultation processes to ensure accessibility to key stakeholders, and that promote an understanding of the key issues for stakeholder groups
- To take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities
- To represent and negotiate on behalf of Council at local, regional and national levels with key stakeholders
- To show strong leadership and role model relationship values ensuring staff engage, consult and develop relationship with Maori Hapu/Iwi

Operational Management

- To take all practicable steps to ensure 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 District
- To promote elected member and staff awareness of statutory and regulatory responsibilities as appropriate
- 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

Candidate Profile

Key competencies

- Well-developed leadership skills that empower and encourage commitment from others and promote a positive, motivated and service oriented organisational culture
- Ability to manage organisational and individual performance in a manner that raises standards and delivers results as well as being evidence based, outcome focused and linked clearly to the Council's strategic aims
- Excellent communication and negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion, together with the ability to present reports on complex issues
- Ability to effectively utilise the capabilities and experience of staff through delegation, provision of clear performance levels, providing learning experiences, fostering development opportunities and encouraging others to search for new opportunities and to take calculated risks
- Can anticipate and take responsibility for meeting the needs of Councillors, the community and staff when appropriate
- Ability to operate sensitively within a political environment, understand the political context and exercise political nous to develop relationships with all stakeholders that command respect, trust and confidence
- Comfortable leading a varied and complex programme of activities and projects and championing the strategy as well as working at the operational level to support implementation
- Demonstrates a commercial understanding and can interpret complex commercial, financial and legal information in an analytical manner
- Has a flexible approach and is capable of managing a variety of conflicting issues and demands in a calm manner
- Intellectually versatile and able to apply knowledge and skills to a broad range of issues

Key qualifications and experience

- A relevant tertiary qualification or/and significant equivalent experience
- Successful leadership of a substantial organisation as a chief executive or senior manager
- Demonstrated experience with the setting of a vision and the implementation of a successful programme for its achievement in a complex wide ranging stakeholder environment
- A successful track record of developing effective and productive relationships with a governing board
- Significant experience leading, planning and managing projects and initiatives over a broad spectrum of issues
- Well versed in developing methodologies, innovatively shaping strategy, and communicating complex and information in a straightforward manner to a wide variety of stakeholders
- Extensive experience preparing, managing and controlling 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 focused, quality driven and allows for the objective measurement of outcomes and value
- Management of change in a customer/stakeholder facing organisation
- Achieving results in partnership with other organisations ideally including private, local, national and the voluntary sector
- Experience in local government process would be an advantage
- Experience of tikanga Māori is preferred
- The ability to develop strong productive relationships with key stakeholders

Approved:



Date: 23 December 2014

MAYOR
WHANGAREI DISTRICT COUNCIL