
JOB DESCRIPTION

Job Title:	CHIEF EXECUTIVE
Employment Period:	Fixed term of 5 years as per the Local Government Act.
Remuneration:	Market related package and commensurate with the importance of the position.
Position Purpose:	<p>The Chief Executive is responsible to Council for the provision of values based leadership, and the direction and management of the Waitaki District Council; providing well rounded and timely advice to the Mayor and elected members, and for implementing strategies as directed by Council and leading operational delivery.</p> <p>To shape strategies, communicate and report both formally and informally with elected members; implement initiatives that support the Council's strategic intent, and support the delivery of sustainable economic development in a planned and measured way whilst mitigating risk. To ensure council policies and strategies are implemented and the delivery of the Annual and Long Term Plans.</p> <p>The Chief Executive is charged with developing organisational culture and capability, decisively leading and empowering the senior management team and staff to deliver on the Council's vision, values and objectives; role modelling values based leadership that fosters positive attitudes and strengthens tikanga Māori and cultural intelligence.</p> <p>The Chief Executive is accountable for effectively and prudently managing council resources and for the delivery of excellent customer services to ratepayers and visitors, whilst ensuring compliance with all relevant legislation.</p> <p>The Chief Executive proactively leads council management and staff in an empowering manner, with a team based collaborative approach, ensuring relationships are developed and maintained across all levels within Council, and that staff are delivering on the Council's vision, values and objectives in a coordinated and accountable manner.</p> <p>The Chief Executive plays a supporting role to the Mayor and elected members, supporting the ambassadorship role of Council as delegated, ensuring council is fully engaged, building and maintaining valued relationships and mutually productive partnerships with key stakeholders to fulfill its community leadership role while championing and influencing the development of the district and its communities.</p>

Experience: Minimum of 10 years experience in senior leadership/management gained in the public or private sector.

Qualifications: An appropriate tertiary and/or professional qualification.

Responsible To:	<p>Mayor and Council</p> <ol style="list-style-type: none"> a. The Chief Executive 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 and advise Council, in an unbiased and complete manner, on matters affecting their departments.
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Direct Reports

Assets Group Manager
 Finance and Corporate Development Group Manager
 People and Culture Group Manager
 Heritage, Planning and Regulatory Group Manager
 Information Services Group Manager
 Economic Development Manager
 Executive Assistant

Key Relationships:	<p>Mayor and Councillors Managers and Employees Community and Iwi Other territorial authorities Public and private sector organisations Community organisations and representatives Government agencies</p>
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Community Relationships: There is an expectation that the CE will be actively involved in appropriate and relevant community activities and that they will reside in the district.

Key Result Areas:

Strategy

- Act as the Council's key advisor, shape, communicate and present to Council innovative strategies and initiatives that will drive economic and social wellbeing and to ensure strategies are well rounded and risk factors are mitigated as much as possible
- To proactively manage resources to deliver on Council's strategic priorities as intended by Council and to ensure management and staff interpret Council strategies as they were intended
- Lead the organisation to deliver its vision and purpose across Council's social, economic, infrastructure and environmental aspirations with a particular focus on supporting and maximising economic growth opportunities in a planned and sustainable manner
- 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 Council's strategic priorities, fostering a values based approach to organisational leadership, strengthening tikanga Māori, cultural intelligence and maturity

Governance Excellence

- To develop and maintain the governance framework by providing well rounded, clear, unbiased and transparent advice to Council ensuring high quality decision making for the social, environmental and economic development growth of the community
- 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 council activities
- To implement Council decisions as required

Relationship Management and Communication

- Work in partnership with elected members in their role as community leaders, supporting them to build and foster relationships with community groups, Iwi, and key stakeholders and act as an ambassador of Council as required
- Develop and maintain external and internal engagement and communication methodologies to ensure staff, Iwi, key stakeholders, ratepayers and media are informed on and understand Council's strategic direction, priorities, activities and plans
- Build strong effective relationships with other local and regional authorities, and take a positive lead in local and regional partnerships to achieve, within the overall strategy, maximum benefit for the district 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 are engaged, consultative and sensitive to needs of the community, Iwi and other stakeholders

Planning and Reporting

- Maintain systems to enable the effective planning and accurate reporting of both financial and non-financial measures, levels of service, health of the organisation and achievement of plans; exceptions highlighted accompanied by plans to mitigate exceptions
- 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 are considered and embedded in strategy and plans, and to develop and maintain appropriate and sensitive engagement with Iwi, the community and stakeholders in the development of strategies, plans and council services; ensure proactive and appropriate community and stakeholder consultation, especially with Iwi, is embedded in organisational thinking

Organisational Culture, Team Management and Leadership

- To provide inspirational and decisive leadership to council staff and to encourage effective management and staff practices underpinned by a values based leadership approach supporting tikanga Māori
- 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 and is sensitive to the diverse needs of 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 the council, employees of council, ensuring best practice employment processes and policies are met at all times
- To maintain the 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
- Foster a “can do” attitude empowering staff to take ownership of their roles and functions and to coach and mentor as required with an emphasis on delivering on commitments to a high standard
- To create a culture of continuous improvement and act as a role model to inspire all employees to promote the vision and values of Council and present a customer-centric positive image to the community

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 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 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

Candidate Profile:

Key competencies

- Encourages and fosters team work, performance management, and collaboration to drive improved performance
- Effectively utilises the capabilities and experience of staff through delegation, provision of clear performance levels, and providing learning experiences and fostering development opportunities
- 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 Councillors, the community and staff when appropriate
- Comfortable leading a varied and complex programme of activities and projects and championing the strategy as well as working at the operation level to support implementation
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- Thinks creatively identifying new frameworks for solutions and creates an environment where existing approaches/thinking are reviewed and enhanced
- Active and influential in a wide range of networks with gravitas and highly developed communication and 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, and is comfortable empowering and enabling relationships between senior managers and elected members
- 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 able to apply knowledge and skills to a broad range of issues

Key qualifications and experience

- A relevant tertiary or professional qualification
- Substantial and consistent leadership and management experience in a complex environment with 10+ years senior leadership experience in a complex people centric organisation
- An ability to develop effective and productive relationships with a governing board taking ownership of the interface with elected members and the organisation
- An ability to develop strong productive relationships with key stakeholders, including an understanding and appreciation of tikanga Māori and embedding the principles of the Te Tiriti o Waitangi in organisational capability
- 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 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
- Experience in local government processes would be an advantage but it is not necessary – political awareness and sensitivity is a must
- Experience working in a complex and regulated environment