



Come work with us!

We do everything from roads to water, reserves to resource management, community housing to town planning, cultural facilities to an aquatic centre... and so much more! With our wide-ranging responsibilities and supportive team environment there's plenty of opportunity for you to grow and develop.

Yes, life in local government can be challenging, but it's also rewarding. At Waitaki District Council we're small enough to take the time to listen, to be real and to make a difference.

And what's not to love about a place where you can be in the ocean or heading into the mountains within half an hour? Where weekends can be spent biking, hiking, skiing, boating, or simply relaxing in some of the most spectacular hospitality and scenery in Aotearoa.



Waitaki
DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Director, Strategy, Performance & Design

POSITION DESCRIPTION

Your place in Waitaki District Council

You lead the Strategy, Performance & Design Directorate reporting to the Chief Executive.

Purpose & outcome of this role

To lead your Directorate and collectively lead the Council, ensuring both are well positioned to deliver strategic outcomes and priorities for our community and district.

About the Strategy, performance & Design Directorate

We develop both broad and detailed plans to help our organisation, partners, and community focus on what's important and achieve Council's goals.

Collaboration across teams, in both design and delivery, is crucial to align specific strategies and policies with Council's goals. We oversee the Organisational Performance Management Framework which ensures activities are planned, monitored, and improved.

You are part of the Director cohort

Directors are the strategic leaders and change makers for Waitaki District Council.

You bring vision, innovation and the know-how, to set and give life to our strategic framework and Long-Term Plan through ambitious yet manageable plans that deliver the community outcomes we want to achieve for our district.

As part of the Council leadership team you actively shape a cohesive Manager/People Leader cohort and focus on supporting them to grow, develop and be the best they can be.

You enable this team to manage the work while you concentrate your time and energy on looking up, out and across the district, the local government sector, and beyond.

You pave the way for the Council to collaborate and engage with the right people, partners and organisations.

While leading your Directorate and team is integral, equally critical, is working with the Council leadership team as a strategic collective, leading delivery of the Council's strategic outcomes and priorities.

You put your neutral 'hat' on operating with integrity and in the strategic interests of the Council and Waitaki's communities.

As a role model for authentic, people-centred leadership practices, you are approachable and inclusive, so your direction and guidance are sought.

You coach and empower others, promoting continuous learning and self-awareness of individuals and teams to enhance our collective capability and value.

Empowering our people and place to thrive

Whakapuāwai takata, Whakapuāwai whenua

Context and responsibilities of this role

- You lead a multi-functional Directorate covering Strategy, Policy, Continuous Improvement, Economic Development, Commercialisation, and Asset Planning. You empower your team of leaders and specialists to deliver high-quality services and outcomes that meet the needs of our community, customers and partners.
- You lead the corporate direction of Council taking the principal role in developing Strategy and Council priorities, and ensuring their delivery through services, programmes, projects, and partnerships. You define vision and outcomes, translating them into actionable steps to achieve Council and community ambitions.
- Guided by Council's strategic framework and Long-Term Plan, you set and lead the strategic direction of the group, ensuring all activities align with organisational plans and targets. You also take a cross-Council leadership role, driving initiatives in the Operational Performance Management Framework (OPMF) including strategic outcomes, priorities, projects, and partnerships.
- In this dynamic role, you manage multiple and complex activities, including OPMF and continuous improvement, risk management, annual and long-term planning, CCO (Council Controlled Organisation) Liaison, asset planning management and project works ensuring your areas meet their legislative obligations.
- Your highly attuned interpersonal skills facilitate regular engagement with business communities, community organisations, industry leaders, and representatives to provide advice and collaborate and partner on sustainable, people-centred improvements or large-scale systemic changes.
- You support the Chief Executive in implementing Council decisions within your group and across Council. Through effective leadership and management of key functions and projects, you ensure advice and progress are communicated transparently to elected members, building strong relationships based on trust, open communication and collaboration.

Grade 26

Last reviewed 15.07.2024

Skills you must do well



Imagine the future

Understand business drivers, strategic partnerships and how to deliver greater value for the community. Critically review what and how things are done now and imagine how they could be done sustainably in the future. Navigate a pragmatic path toward making innovation and strategic change a reality.

With others, improve our systems and processes

Engage broadly, collectively and credibly with others - ensure we are part of the system that delivers on our community's vision and ambitions through inclusive, trust-based relationships. Influence across sectors and explore new ways of working for the Council to collaborate and partner in ways that helps us make sustainable, people-centred improvements or large-scale systemic changes.

Lead people and teams

Lead and interact in ways that role models our values to others every day. Coach, empower and develop individual, team and Council wide talent, continuously seeking to get the best from our people and support them to be the best they can be. Flex your style to enable and inspire individuals and teams to realise their potential and perform at their best.

Have a track record of delivery

Turn strategy into something that can be delivered and measured. Meet targets and regulatory, legislative and quality expectations. Identify and manage risk and know how to make the hard calls. See and explain how work is integrated. Deliver for your group as well as collectively for Council.

Be agile and change capable

Lead others to navigate change by articulating 'the what and why' and framing in positive and constructive ways. Adjust priorities, pivot to new challenges and opportunities and redeploy resources when needed. Adapt to change and uncertainty with a growth mindset and support others to do the same.

Lead a continuous learning approach

Bring a system approach to learning and improvement. Role-model the importance of experiments and taking calculated risks. Be deliberate about practicing lessons learned to improve the customer experience and support people's growth and development on the job.

Demonstrate our values and act with integrity, transparency and trust

Provide authentic, honest, transparent communication and ways of working that builds trust, engages people, reflects Council values and advances the longer-term best interests of the Waitaki district and community. Step up to address difficult issues through having courageous conversations when required.

Community and outcome focus

Champion and model delivering for the needs of our communities in all we do, focussing on outcomes rather than allowing process, outputs and distractions dominate.

Customer focus

Drive a customer-centric culture. Align strategies with customer expectations, foster cross-functional collaboration, and prioritise customer satisfaction to lead the Council to consistently enhance the overall customer experience.

Demonstrate political acumen

Navigate complexity and ambiguity of political and sector environments. Understand and successfully navigate local government and government decision-making and operating procedures.

Self-aware, reflective and adaptable

Leverage self-awareness to improve how you interact and work with others. Actively seek feedback from those you lead and those inside and outside the Council that you interact with. Strengthen personal capability over time and optimise effectiveness with different situations and people to adapt well in a changing environment.

Resilient

Show composure, grit, and a sense of perspective when the going gets tough; help others maintain optimism, learn from setbacks and keep focus on solutions. Lead by example - model a balance between work and life that supports you to maximise your effectiveness and handle the challenges inherent in your role.

Cultural perspective

Provide guidance and support for staff in understanding and valuing cultural diversity, fostering an inclusive and culturally sensitive work environment and helping us better reflect the diverse community we serve in the Waitaki District.

Curious

Show curiosity, flexibility, and openness in analysing and integrating new ideas, information, and differing perspectives.

Relationships

Internal

- You work collaboratively with your **Council Leadership Team peers** progressing strategic activities as a cohesive team.
- You work with and empower **people leaders across Council** to effect behavioural change and reinforce our people and customer-centred approach. You use engagement techniques to influence and support people leaders to work effectively in this space.
- You role model strong relationships with **elected members**, built on trust, open communication, and collaboration, working closely to understand their priorities and translate them into action.

External

- You work with **local, regional and national sector counterparts** to facilitate alignment on shared issues and opportunities.
- You consistently consider how Council can work differently, potentially **partnering with relevant parties**, to better meet the needs of the community and broader Waitaki District.
- **Contractors, consultants, or vendors** - You carefully vet, engage and direct external expertise to ensure it is available at the right time to augment our inhouse capability when needed. You keep relationships strong to support regular and core multi-year programmes of work.



Experience and qualifications

In addition to 'skills you must do well' the following experience and qualifications are specifically required for this position:

Qualification

- A recognised and relevant tertiary qualification in a related discipline.
- Professional Institution or Association Membership of related discipline.
- Full NZ Drivers Licence.

Knowledge & Experience

- Experience in a senior management position within medium to large organisations, ideally in local government.
- Sound working knowledge of relevant legislation, policies and procedures relating to local government.
- Experience leading large and complex projects and applying project management methodology.
- Experience leading change.



All of Council responsibilities

Health, Safety and Wellbeing

As a senior Council leader, you have significant responsibility for role modelling and fostering an organisational culture of health, safety, and wellbeing so it becomes part of our DNA and how we 'do things around here'. You communicate, embed and monitor policies and processes and exercise due diligence to ensure our leaders do the same.

You manage hazards and incidents effectively, you lead by example ensuring evacuation procedures are followed, and prioritise the physical and mental wellbeing of yourself and others in the workplace.

Emergency Management, Civil Defence and Business Continuity

You champion the important role Council has in keeping the community and Council safe in response situations.

You actively participate in associated training sessions, promptly respond to adverse events, and effectively fulfil any role-specific responsibilities.

You ensure team members you are responsible for are supported and available to do the same.