

Chief Executive Job Description

Position title:	Chief Executive (CE)
Reports to:	Rangitikei District Council Elected Members.
Responsible for:	<p>The CE is responsible for six direct reports:</p> <ul style="list-style-type: none"> • Deputy Chief Executive / Group Manager Strategy, Community and Democracy • Group Manager Assets, Infrastructure and Projects • Group Manager Corporate Services / Chief Financial Officer • Group Manager People and Performance • Group Manager Regulatory and Emergency Management • Strategic Property Advisor <p>The five Group Manager roles, together with the CE form the Executive Management Team. The Strategic Property Advisor is a non-executive direct report to the CE.</p> <p>The CE has indirect (but overall) responsibility for approximately 130 Council staff.</p>
Location:	The role is based at the offices of Rangitikei District Council in Marton, and includes regular travel within and outside the District.
Employment period:	In accordance with the Local Government Act 2002, employment is for a fixed-term of up to five years, with potential for a second term of up to two years by agreement between parties.
Purpose of the role:	<p>The CE is accountable for the proactive leadership of Rangitikei District Council activities in accordance with the Local Government Act 2002 and other relevant legislation, together with Councils Long Term Plan. This includes the implementation of Council strategies and policies in an efficient, financially prudent and customer centric manner.</p> <p>The CE is also responsible for the provision of advice and guidance to Council to support and inform Council decision making.</p> <p>The CE will lead a high performing workforce, and enable a service focused culture centred on Rangitikei District Council's customer values. The CE will actively engage with the community, business groups, Iwi, central and local government and other agencies, and will build and maintain relationships with key stakeholders to advance district growth and prosperity.</p>

Key relationships:	<ul style="list-style-type: none"> • Mayor and Councillors • Rangitikei District Council staff • Manawatu District Council shared services staff • Chief Executives of other local authorities, particularly those in the Manawatu-Whanganui Region • Manawatu-Whanganui Local Authority Shared Services (MW LASS) • Te Roopu Ahi Kaa (Council's Iwi standing committee) • Community and other non-governmental organisations • Residents and businesses in the District • Regional and central government agencies • Local Government New Zealand • Society of Local Government Managers • Ministry of Civil Defence and Emergency Management (MCDEM)
Council Values (Nga Pou)	<p>Manaakitanga: The customer is at the centre of everything we do.</p> <p>Rangatiratanga: We aspire to the highest standards.</p> <p>Whakapono: We strive to be trusting and trustworthy.</p> <p>Whanaungatanga: We act with courage, respect, kindness and empathy.</p> <p>Kotahitanga: We embrace diversity and strive to be inclusive.</p> <p>Aroha: We believe in and encourage each other.</p>

Key Responsibilities

Key Responsibility	Examples of Expected Results
Organisational Leadership	<p>Provide clear leadership and strategic direction to employees to support the delivery of Council plans and priorities.</p> <p>Actively manage and promote an organisational culture which ensures high quality, effective and efficient service delivery to the community.</p> <p>Ensure that best practice recruitment, performance management and employment relations practices are followed for all Council employees.</p> <p>Effectively manage resources to deliver on Council directions.</p>
Change Management	<p>Deliver organisational change processes where required to meet the Council vision, community needs and central government directives.</p>
Strategy	<p>Provide pro-active advice to Council to shape innovative strategies that will drive social and economic wellbeing within the District.</p> <p>Strive for continuous improvement, across the organisation, and continuously scan the environment for future risks, influences and opportunities which may impact on Council, and ensure that Council is in the best possible position to respond to these.</p>

<p>Governance</p>	<p>Develop and maintain a governance support framework which includes holistic, clear, unbiased and transparent advice to Council, to enable high quality decision making for the social, environmental and economic development growth of the District.</p> <p>Provide proactive, timely and relevant reporting and advice to Council to ensure Members are well informed of Council activities, new business, potential future risks and emerging issues.</p> <p>Ensure that advice and decision making is fully compliant and consistent with relevant legislation and codes of practice.</p> <p>Implement Council decisions in a timely manner as required.</p> <p>Manage interactions between elected members, management and staff, with a focus on a collaborative and engaged working relationship that is appropriate and respectful to the role of both governance and operations.</p>
<p>Reporting and Planning</p>	<p>Maintain systems and processes which support and enable effective planning and accurate reporting across all Council activities. This includes financial performance, achievement of activities and plans, and performance measures.</p> <p>Lead a robust annual planning / long term planning process, based on Council's strategic direction and priorities, which meets statutory, timing, quality and community engagement requirements.</p> <p>Ensure appropriate community engagement is undertaken as required, and that such engagement meets the diverse needs of the community and enables participation from all stakeholders.</p>
<p>Financial Management</p>	<p>Lead a culture of financial management excellence through robust budgeting processes, accurate financial reporting and strong management accountability.</p> <p>Provide sound advice and information to Council to support financial and investment decision making.</p>
<p>Relationship Management</p>	<p>Identify, develop and maintain key internal and external relationships which support the advancement of Council direction, priorities and activities. This includes relationships with key stakeholders, ratepayers, Iwi, media, elected members and Council employees.</p> <p>Support elected members in their roles as community leaders by building and nurturing relationships with community groups, local employers, central government and other local authorities.</p>

	<p>Develop and maintain partnerships with relevant Iwi to support their engagement and participation in Council activities and community outcomes.</p> <p>Develop proactive relationships with media to support proactive, balanced and accurate reporting of Council matters.</p>
Organisational Capability & Capacity	Lead pro-active strategic workforce planning initiatives to ensure that Rangitikei District Council can attract, retain and develop the workforce composition it needs to achieve current and future Council priorities.
Health and Safety	Fulfil due diligence health and safety responsibilities, and assume accountability for organisational health and safety as an Officer under the Health and Safety at Work Act 2015.

Person Specification

Qualifications

- Tertiary qualification in public policy, finance, business studies, management or another related discipline (essential).
- Postgraduate qualification or professional certification in a relevant discipline (desired).

Required knowledge and experience

- At least 5 years' experience in an executive leadership position working in a complex environment.
- Experience reporting to a Board, ideally within a local government context.
- Advanced understanding of local government legislation and the environment in which local government operates.
- Proven leadership with excellent communication, negotiation, interpersonal and analytical skills.
- Advanced financial acumen with demonstrated experience overseeing significant budgets and investments.
- Strong cultural awareness, including advanced understanding and application of the principles of Te Tiriti o Waitangi, together with an understanding of the Maori world view including the concepts of Mana whenua and kaitiakitanga.

Personal attributes

- Commitment/personal accountability
- Professional/technical expertise
- Values driven, imbued with a sense of service
- Self-motivation and initiative to identify and address issues
- Demonstrated ability to maintain a high standard of professional relationships.

Other requirements

- Maintain a current and clean drivers licence.
- Undertake Officer due diligence requirements to ensure Rangitikei District Council is a safe and healthy workplace for all staff and visitors.
- Actively participate in performance management processes and professional development opportunities.
- Actively contribute to the leadership of Council's civil defence and emergency management planning, response and recovery activities.
- Be open and adaptable to changes in direction and duties as things change within the Council, and environment in which it operates.