

JOB DESCRIPTION SEPTEMBER 2025

Title & Reporting Relationships

Position Title: **Programme and Project Lead, Strategy and Growth Group**

Grade: SP [pending strategic pay analysis]
**appointment will be made pending skills, experience and the organisational needs at the time*

Reports to: Manager Strategic Transformation

Direct Reports: Up to 5 (as required, and via project-based matrix management)

Indirect Reports: As may be required pending the nature of a project or specific section of work programme

Purpose of the Group and the Position:

The **Strategy and Growth Group** houses the Council's sustainable development functions ensuring that there is a collective drive for 'good growth' in Kapiti. Overall the Group is responsible for strategy (incl strategic property) and policy, research and urban planning (including district planning), venture and investment matters, strategic housing and development matters, and economic development; and consenting (resource consents, building team including LIMs). The teams within this Group work collaboratively together and across the organisation to support sustainable growth, development, and community resilience (including support of the Recovery Programme, in the event of a significant emergency).

Reporting to the Manager Strategic Transformation, the **Programme and Project Lead** plays a pivotal role in coordinating and delivering strategic projects and programmes across the Group. This role ensures that initiatives are aligned with Council priorities, well-governed, and effectively executed using structured programme and project management approaches.

The Project and Programme Lead will champion the use of the Project Portfolio Management (PPM) tool, enabling visibility and prioritisation of work across the Group. They will support the delivery of transformation initiatives and work across teams to embed consistent project practices, monitor performance, and drive continuous improvement.

This role requires a strategic mindset, strong programme leadership capability, and excellent communication and relationship management skills. The Project and Programme Lead will work closely with internal teams, external stakeholders to ensure the successful delivery of Council's strategic transformation agenda.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Manager Strategic Transformation
- Group Manager Strategy and Growth
- Senior Leadership Team and Chief Executive
- Other Managers and team members across the Strategy & Growth Group
- Communications team
- Other staff and managers from across Council teams

External Customers:

- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Ōtaki
- Greater Wellington Regional Council, and staff in other local authorities and government
- Residents, ratepayers and community groups
- Other stakeholders

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements Technical

- Co-lead development of the Group's work programme and identifying key projects with Managers across the Strategy and Growth Group, ensuring alignment with direction from the GM Strategy and Growth on strategic priorities, including those set through the Long-Term Plan and Annual Plan.

- Coordinate cross-team collaboration and resource allocation for projects, ensuring consistency, efficiency, and effectiveness in the delivery of strategic initiatives across the planning, housing, economic development, strategy and regulatory functions.
- Support the implementation and management of the Project Portfolio Management (PPM) tool, enabling visibility, prioritisation, and performance tracking of projects across the Group. Assess and improve related processes and procedures across the Group, identifying opportunities for efficiency, consistency, and quality improvement.
- Maintain quality assurance practices across programme delivery, including risk identification, mitigation planning, and continuous improvement.
- Coordinate the Group's approach to stakeholder engagement and communications for projects and programmes of work.
- Coordinate the Group's approach to managing and responding to Official Information Requests (OIRs), ensuring consistency and accuracy of information released from the Group.
- Ensure timely and accurate reporting of programme and project performance, including preparation of dashboards, updates, and reports for senior leadership and Council.
- Ensure processes met legislative and internal policy requirements, and that they are updated in response to changes.
- Support cost recovery and financial tracking for strategic programmes, ensuring transparency and alignment with Council policies.

Leadership

- Co-lead the development and delivery of the Programme and Project Team's work programme, including day to day management of staff, as agreed with the Manager, Strategic Transformation.
- Provide leadership in engagement with external and internal stakeholders and manage community engagement projects.
- Ensure that advice is well founded within a strong evidence base and, in cases where the evidence base is sub-optimal, that the associated risks are well communicated.
- Proactively assist the Manager in the following:
 - Providing strategic advice and guidance on programme risks, quality, and compliance, supporting the Manager Strategic Transformation and Group Manager.
 - Propose models for stakeholder management and engagement across Group work and activities.
 - Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present advice.
 - Support efforts to lift the capability of staff within the Group towards a more structured project-based working model; and help them to relate a more networked (matrix management) ways of working model for current work.
- Proactively support team effectiveness through:
 - Maintaining an effective performance culture within the team, including the fostering of a teamwork approach to the delivery of both the team's and the Group's outputs, and providing assistance with the identification of training and development as appropriate;
 - Supporting and providing mentoring to staff to help develop their knowledge/ understanding or work experience;
 - Effectively manage day to day work outputs and timeframes;
 - Providing backup/cover for team members; and
 - Being a role model for the delivery of consistent high customer service levels to internal and external customers.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Minimum 5 years' experience in programme or project delivery roles within the public sector, consultancy, or transformation environments, ideally with exposure to engaging communities, sustainable development, recovery, or economic growth initiatives.
- Evidence of a 'positive, can do' attitude and demonstrated ability to lead and manage cross-functional teams. Comfortable working in ambiguity and change, with a pragmatic approach to balancing strategic intent and operational delivery.
- Proven ability to support senior leadership and project sponsors, working collaboratively to plan, deliver, and monitor strategic programmes and initiatives.
- High level of political and organisational awareness, with the ability to navigate sensitive environments and adapt to shifting priorities.
- Demonstrated ability to work across multiple workstreams and teams, applying systems thinking to complex challenges in local government or community development contexts.
- Strong understanding of programme and portfolio management principles, and stakeholder management, Experience implementing and managing PPM tools or similar systems to support visibility and prioritisation of work, preferred.
- Experience in delivering cross-organisational programmes using structured methodologies and evidence-based approaches.

- Excellent communication and coordination skills, with the ability to engage and influence stakeholders across diverse disciplines and levels. Proven relationship-building capability, with a track record of working effectively across teams, organisations, and sectors.
- Strong problem-solving and facilitation skills, particularly in multi-party environments with competing interests.
- Experience working with iwi and a sound understanding of Tikanga Māori and te ao Māori perspectives relevant to local government and community development.
- Relevant tertiary qualification preferred (e.g., project management, planning, business, and/or communications).
- Proficient in Microsoft Office and digital collaboration tools, with a willingness to adopt new platforms to support programme delivery and reporting.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values.
-------------------	---

	<ul style="list-style-type: none"> • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.

Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.