

# Position Description

## Position Title

**Group Manager Support**

## Location

Grey District Council, 105 Tainui Street

## Contract Type

Permanent Full Time

## Date

14/12/2022

## How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing



Be Integrity



Lead, together

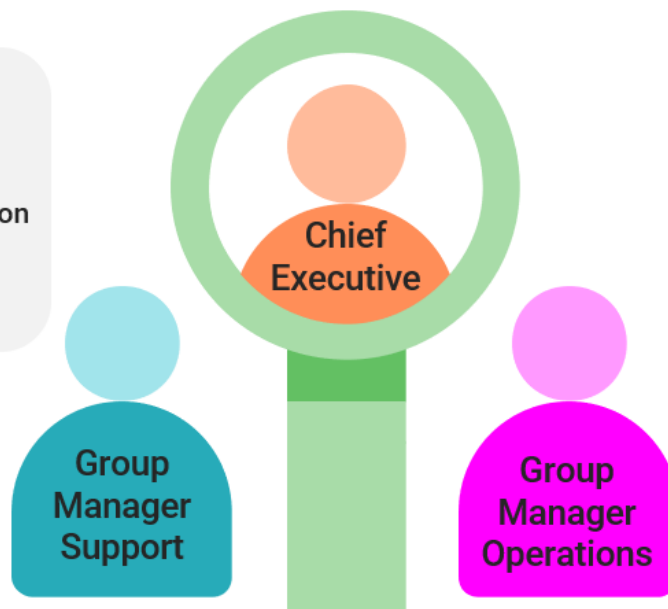
## Grey District Council Services

### Support Group

- Finance
- Community & Recreation
- Regulatory Services
- ICT

### Operations Group

- Building Control
- Business & Contracts
- Utilities & Infrastructure
- Transport & Infrastructure



### Chief Executive Office

- Mayor & Leadership Support
- People & Capability Team – HR, Health, Safety & Wellbeing, Communications & Engagement
  - Executive Officer

## Purpose of Position

As a core member of the Executive Leadership Team this role is responsible for the strategic leadership of all the support functions (strategic and operational) of Council, including governance advice and support, finance, regulatory services, ICT and community and recreation services. The position will operate strategically and manage core Council requirements such as the Long Term Plan, Annual Report and Financial Auditing.

The role is responsible for management of supporting functions in Council and relationship management with our community and recreational services, and leadership of work regarding community outcomes and wellbeing and ensuring related statutory requirements are met. The expectation is that this role will work cohesively and fluidly as part of the ELT at the strategic level, across the organisation.

In addition to leadership responsibilities, this role is responsible for providing strategic advice to Elected Members, the Chief Executive and ELT colleagues on all functions within their scope of accountability.

## Key Relationships

### Responsible to

Chief Executive

### Responsible for

Finance, Regulatory Services, ICT, Community and Recreational Services Teams (23 FTE)

### Internal

- Chief Executive
- Executive Leadership Team Members
- Mayor and Councillors
- Finance Team
- ICT Team
- Planning Team
- Recreational Services Team (WRC, Library, Museum, Events)
- All Council Staff

### External

- Relevant Government departments and their Ministers
- Other local authorities
- Iwi
- Auditors
- Media
- Contractors
- LGNZ & Taituarā
- Community Groups and residents
- The TTP Partnership
- Development West Coast

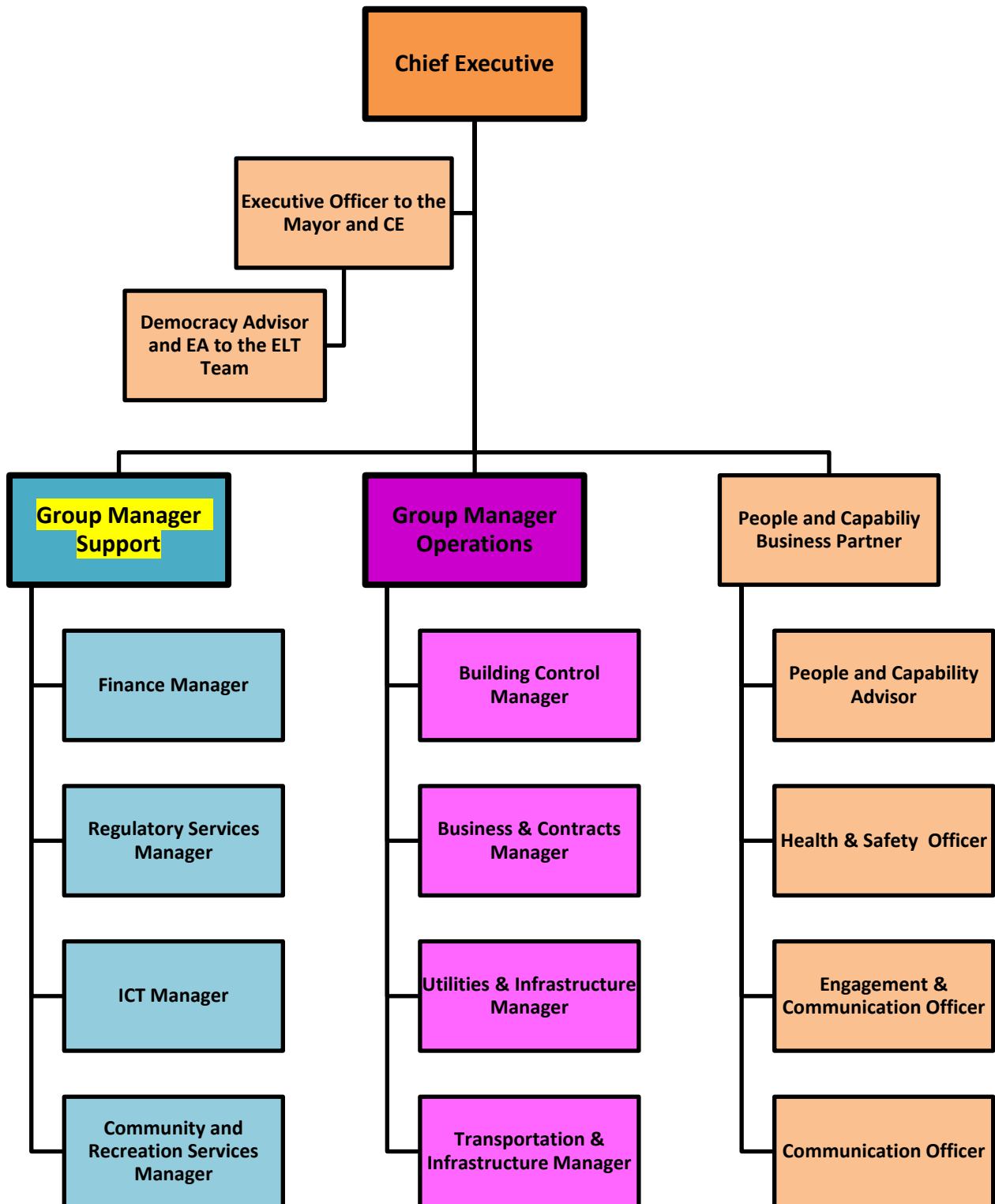
## Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council's Delegations Manual.

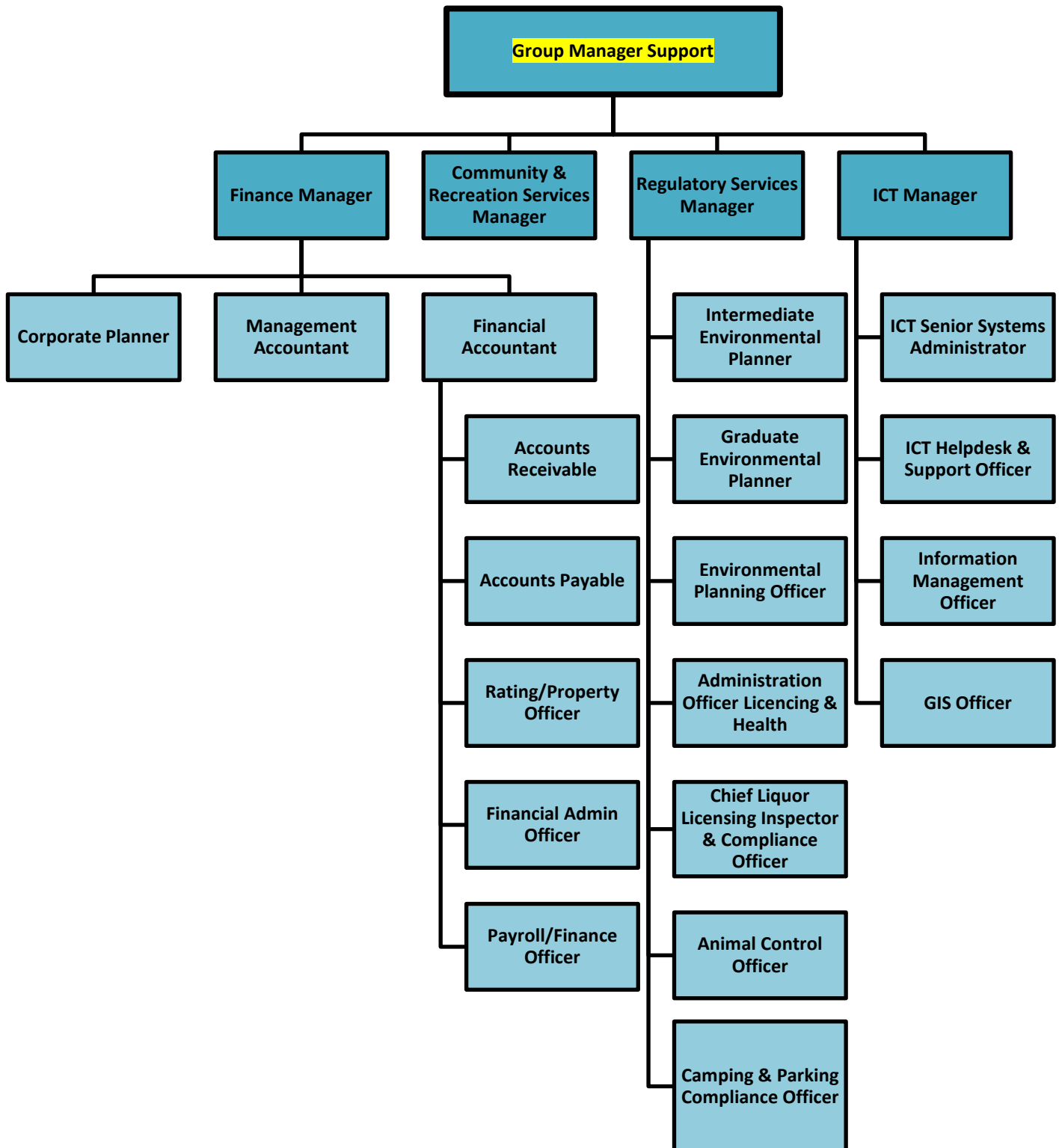
Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$TBC inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$TBC inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

# Corporate Structure



# Support Group Structure



## Key Result Areas

### KPI (area of responsibility)

#### Leadership

- Consistently champion the organisation's purpose, inspiring others to achieve goals and leading staff towards high performance.
- Effectively communicate and lead delivery on Council's vision and strategic priorities.
- Ensure your behaviours model Council's core values and demonstrate self-awareness and awareness of others.
- Act as a mentor for direct reports with the objective of improving their strengths and capabilities.
- Maintain an active programme of personal professional development and on-going learning.
- Lead an environment that is inclusive, fosters both individual effort and collaboration, and nurtures creativity and business excellence.
- Participate willingly in the orientation and training of new staff as required.
- Provide a contribution to, or participate in, any projects or improvement initiatives, within the organisation where the opportunity arises.
- Fully participate as a member of the wider Council team undertaking all tasks with a positive attitude and maintaining positive relationships with other staff members and external customers.

#### Relationship management

- Use outstanding communication and engagement skills to develop and maintain positive and enduring community relationships, frequently fronting for Council on critical issues.
- Anticipate and identify opportunities to respond to the needs of internal and external parties and partners.
- Monitor relationships and resolve critical issues quickly.
- Maintain and enhance Council's reputation by participating in significant cultural interactions.

#### Strategy and Delivery

- In consultation with ELT colleagues, lead the process of developing the Long Term Plan and Annual Plan.
- Ensure a clear link between LTP/Annual Plan and Council's other strategic and operational documents.
- Lead the Long-Term Plan process and the delivery of the Community Outcomes through strategic long-term future thinking and planning.
- Overall responsibility for delivery of LTP, Annual Plan, Annual Report, being on time and meeting statutory timeframes.
- Develop and implement policies that align with Council's strategic direction and legislative responsibilities.
- Provide sound advice, updates and reporting to the Management Team and Council on the activities of the Group.
- Proactively develop Council's activity management plans, prioritising and monitoring projects, ensuring the development of plans is based on good information and that there is a high level of engagement with councillors.
- Ensure the provision of high-quality advice to Council, its Committees, and the Executive Leadership Team, including advice on priorities, policy and the performance of community activities.
- Ensure the Group has the capacity and capability to achieve current and future work programmes, including undertaking succession planning for key roles in the Group.
- Manage assigned portfolios/programmes of work across the district. This may include effective relationship management, maintaining working knowledge of relevant groups, policies and legislation and project management.

#### Customer Focused Project (Transformation Programme)

- Lead and promote the Council wide transformation programme across your group and the wider organisation.
- In consultation with ELT colleagues develop and implement initiatives that address the areas of focus highlighted. Including providing significant leadership for the customer focused Council work programme.
- Ensure all direct reports have clear performance goals and measures that are aligned with Council's Customer Focused Project, strategic goals and meet regularly to discuss and review progress.
- Provide appropriate development, mentoring, coaching, feedback, and internal training opportunities to direct reports to enable them to fulfil the KPIs that relate to their role.
- Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.

#### Organisational wide contribution

- Contribute to the success of the whole organisation.
- Have an active appreciation and understanding of activities outside your sphere of immediate responsibility.
- Take responsibility for building and maintaining a positive culture across the Council where contributions are recognised and individuals work together as a team for the good of our citizens.

#### **Annual Business and Financial Planning**

- Meet the agreed financial budgets/targets set for the Group and its activities.
- Develop annual budgets that will contribute to Council's Long-Term Plan, Annual Plan and Activity Management Plan.
- Take a lead role in developing and implementing the Group's strategic and operational activities that align to Council's Vision and performance goals.
- Lead, contribute to, and be responsible for development and preparation of the Long-Term Plan and Annual Plan.

## ***Person Specification***

### **Education / Qualifications**

- A Bachelor Degree in a relevant field such as Finance, Commercial or Business
- A minimum of 10 years' experience in a similar role including a minimum of 5 years' experience as a senior leader
- Proven experience at a senior level in a local government environment
- A working knowledge of the Local Government Act and other relevant legislation

### **Position Competencies**

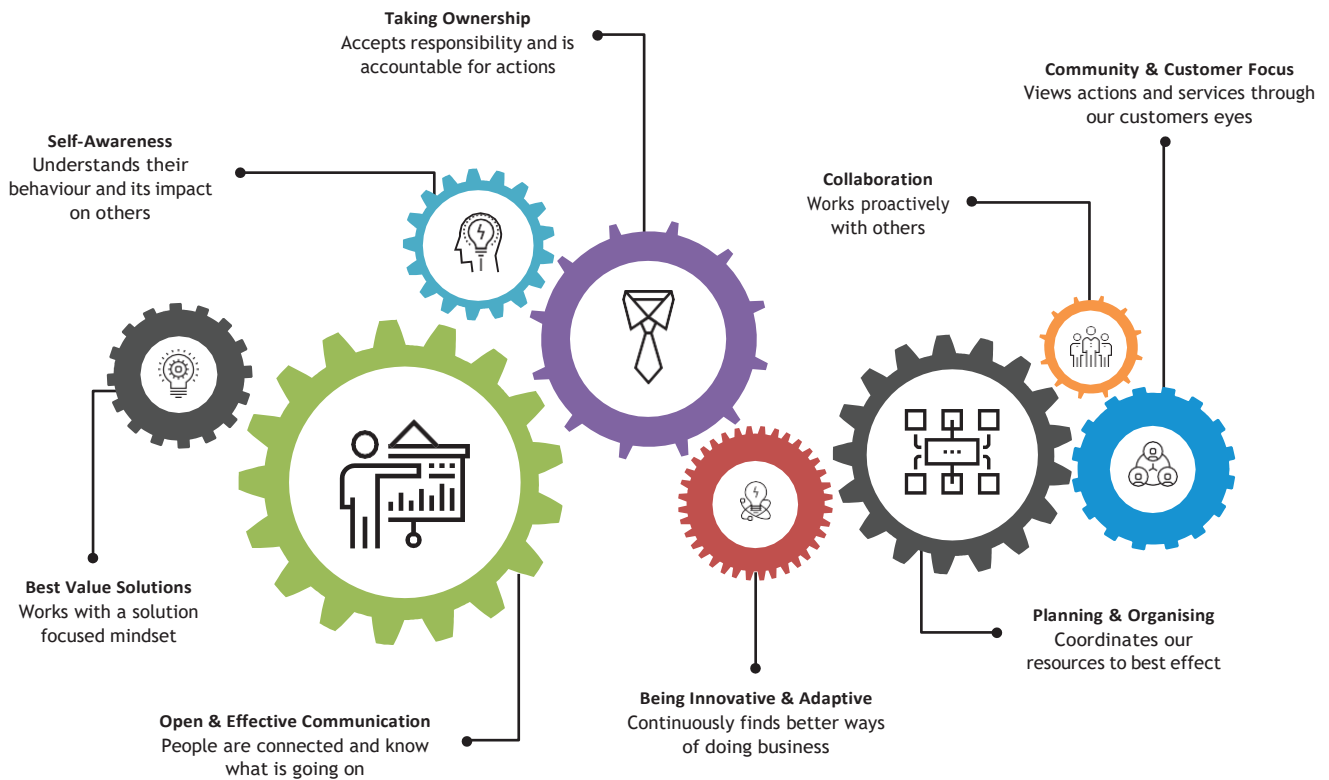
- A Demonstrable experience and knowledge in developing and delivering recreational and customer services preferably in a local government environment.
- Demonstrable experience in designing, implementing, and monitoring the effectiveness of customer services
- Good level of professional skills/knowledge about employment for people and employer obligations
- Excellent comprehension of business and business innovation
- Understanding of the political system (conventions, functions, and objectives of Council) and the wider cultural, social, environmental, economic, and political implications of the environment within which Council operates.

### **Professional Competencies**

- Customer focused
- Strong set of interpersonal skills including a high level of written and verbal communication
- Ability to establish and maintain key networks and professional relationships
- Strong, positive networks in related sectors
- Strong analytical and problem-solving skills
- Sound judgement and decision making
- Demonstrated understanding of the opportunities and challenges presented by our district and changing demographics
- Confidentiality

**NOTE:** This position description is a broad outline of the key activities and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Chief Executive to accommodate the operational needs of the team.

# Core Competencies



## Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

## Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description Approved by  
(Chief Executive)

Date

Position Description Accepted by  
(Position Holder)

Date