Position Description – Corporate and Strategic Planning Manager

The position reports to: GM Corporate Services **Grade:** 20

Hours of work: Fulltime, 40 hours per week

Position purpose:
Developing the Long-Term and Annual Planning and reporting, strategies, policies, and local community plans for the district. Managing corporate performance reporting and providing strategic planning support to council departments.

The Corporate and Strategic Planner role is designed to ensure that Council's planning and reporting requirements under the Local Government Act 2002 are met.

The Key areas of responsibility include:

Corporate and Strategic Planning and Reporting	• Lead in the preparation, development, and production of the Council's Long-Term Plan, Annual Plan, Annual Report, and Pre-Election Report. • Develop supporting policies and strategies relating to corporate planning and provide strategic advice to council departments. • Identify and implement opportunities to improve the effectiveness of Council's corporate planning and reporting in partnership with other team members. • Lead the writing of non-financial sections of Council's corporate planning documents and associated consultation and promotional materials, including for Council's website. • Work closely with the Council, Council Management and Officers in the development and preparation of statutory documents.

	• Keep up to date with legislative and regional issues impacting on the development of Council's statutory documents. • Provide Senior Managers and Council with practical advice on the requirements of the Local Government Act.
Quarterly and Performance Reporting	• Work with Council groups to identify performance targets and develop measures that enable Council to determine whether service levels for activities have been met. • Contribute to preparation of reports for monitoring the current state of the district. • Coordinate the preparation of quarterly reports for management and Council. • Collate results and comment from managers for inclusion in quarterly and annual reports. • Liaise with and collate data from managers for inclusion in regular non-financial and annual reports. • Monitor the quality of reporting against non-financial performance targets and data collection and develop improvements to non-financial reporting processes. • Assist with the development and maintenance of organisational corporate performance reporting systems and procedures for Council's statutory corporate planning and reporting documents in partnership with other staff.
Consultation and Community Engagement	• In partnership with team members and other staff, facilitate and develop: • **a.** Consultation and engagement processes for the Council's statutory documents and other issues and policies. • **b.** Community engagement plans for Council's statutory documents and other issues and policies. • **c.** Community engagement and consultation initiatives as required.

	• Assist the management of the Council consultation system, including for consultation processes not related to statutory planning documents. • Manage submission processes for Long-Term and Annual Plan processes and other issues and policies where required. • Work with the communications team to ensure the voice of the community is reflected to Council.
Environmental Monitoring and Other LGA Requirements	• Assist in the preparation, development and production of reports and publications for other Local Government Act requirements, including Council's Pre-Election Report and Local Governance Statement to legislative and Council requirements. • Manage the delivery of Council's regular community monitoring surveys. • Contribute to Council investigations and submissions where required relating to changes in central government policy/legislation where they affect Buller District and/or its communities. • Compile District demographic, financial and activity statistics in a user-friendly format to assist decision-making. • Contribute to preparation of reports for monitoring the current state of the district. • Facilitate and participate in working groups or project teams as required, including preparation of agendas and taking of minutes
Strategic Support and Development	• Provide support and advice across Council units to ensure strategies align with Council's strategic goals and long-term vision as set out in Long-Term Plan. • Ensure through corporate reporting analysis that the council is in line with the strategic goals set out in the Long-Term Plan.

General	• Undertake specific projects as directed to assist Council to implement requirements of the Local Government Act. • Provide administrative support to projects as required. • Undertake other projects and tasks as required. • Actively engage in setting own goals and objectives. • Assist with other duties as reasonably required by the Group Manager Corporate Services. • Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy. • To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency. • To be actively involved in Civil Defence Emergency Management when required. • To live the BDC values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisation's values and above the line behaviours. • Commitment to the principles of the Treaty of Waitangi.

Deliverables:

Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against own KPIs

- Take an active role in own goal-setting, learning and development
- Correctly and appropriately use technology as required for the role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

People and Capability

- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for role)

Requirements for All Staff

- Buller District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using DAMSTRA/Ideagen.

- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.

- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.

Emergency Management Requirements for All Council Staff

- Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.

- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.

- Participate in any required Civil Defence exercises to maintain essential services.

Key Relationships

Internal	External	Committees/groups
Mayor	The Buller District Community	Committees and Subcommittees
Community Board	Community groups	
Senior Leadership Team	Representatives of local Iwi	
Council Staff	Other relevant public or private sector organisations; such as external Audit, consultants	
Elected Members		

Skills and Experience (JD Specific)

Essential	Desirable
• 3+ years' relevant experience in corporate planning or related field, preferably gained in central or local government • Exceptional writing ability and can convey complex information in a concise and understandable format for elected members and the public • Experience with interpreting legislation and knowledge of public policy • Sound understanding of the Local Government sector and legislation • Strong knowledge of Local Government Act • Project management experience • Large document management experience through to web and print-ready copy • Strong interpersonal skills and experience in dealing with a wide range of stakeholders to create a win-win scenario • Ability to communicate with a wide variety of groups and individuals	• 5+ years' experience in corporate planning, interpreting legislation, knowledge of public policy with a sound understanding of the Local Government sector and legislation Project management experience

Personal Qualities

Essential	Desirable
• Contributes to a strong sense of team by actively engaging with and working with all team members • Able to build relationships with both internal and external customers • A positive, can-do attitude	

• Adaptable, flexible and willing to be involved in every aspect of the team as required • Exceptional customer service focus • Professionalism, honesty, integrity and reliability • Resilience and ability to cope under pressure • Able to think strategically about the future development of the organisation, with the ability to generate objectives consistent with such development	

Education, Qualification, Memberships

Essential	Desirable
• Minimum tertiary Degree in Social Science, Law, Public Policy or related field	• Post Graduate Degree in Social Science, Law, Public Policy or related field, and Project Management Qualification