Position Description – CEO SWDC

Position: Chief Executive Officer (CE), South Wairarapa District Council

Responsible to: The Council, through the Mayor

Staff Responsibilities: All staff employed by the South Wairarapa District Council

Office Location: Martinborough

Background
The South Wairarapa District Council (SWDC) is a rural territorial authority that services a population of approximately twelve thousand people. It contains three separate towns and the surrounding rural areas and communities, bounded by the Waiohine River in the north, the Tararua ranges in the west and the lower east coast and southern-most tip of the North Island. The local economy is predominantly driven by primary production (mainly sheep, beef, dairy, fishing and viticulture), tourism, and the food and beverage sector. Because of its close proximity to Wellington, it is increasingly also seen as a location for different types of businesses/people who can work remotely.

In today's local government environment, the Council is facing an inevitable amalgamation with other councils. This requires the CE to be extraordinarily sensitive to and proactive around trends and key relationships that will shape the future of the Council and of the South Wairarapa District.

Job Purpose
The CE is the Council's principal advisor, providing professional, accurate and timely advice to enable the Council to fulfil its governance function. Specifically, this means being:

- responsible for providing the necessary knowledge and information for the Council to identify and develop its vision, strategic objectives, plans and policies for desired community outcomes and to set priorities for the South Wairarapa district;
- responsible to the Council for the overall leadership, direction and management of its business in accordance with Council policy and objectives;
- accountable for effectively, efficiently and prudently managing resources.

Leadership and Culture
The CE will:

- Provide strong and visible leadership for the staff, modelling the Council's values;
- Develop a positive "can do" organisational culture so staff are customer focussed and deliver outstanding standards of service, exemplifying the Council's vision, values and objectives in their everyday actions and their interactions with the public.

There is an expectation that the CE will be visible in the community and will attend appropriate and relevant community events.

Strategy
The CE will lead strategically and be well informed in order to advise on national and regional issues that can impact the district and its communities.

Systems and processes
The CE will

- Maintain systems for effective planning and accurate reporting of the financial and service performance;
- Ensure that the Council meets all its statutory obligations;
- As far as possible ensure that the management structure of Council reflects the separation of regulatory responsibilities and decision-making processes from other Council responsibilities.

Management
Under the Local Government Act 2002 (The Act) the CE is responsible for the employment of all other staff and negotiates, on behalf of the Council, their terms of employment.

Key Relationships
Internal

- Mayor, Deputy Mayor and Councillors
- Members of Community Boards, the Maori Partnership Committee and appointees to advisory groups
- Direct Reports: Members of the Strategic Leadership Team (SLT)
- Indirect Reports: All Staff
- The Independent Chair of the Council's Risk and Assurance Committee

External

- Leaders of neighbouring councils and other councils in the Greater Wellington Region
- Mana whenua iwi, hapu and marae leaders and leaders of matawaka Maori marae
- Local Members of Parliament
- Government agencies
- LGNZ
- Media
- Community organisations
- Social Enterprise and local business associations
- Public and Private Sector organisations

Working with our Treaty Partners
South Wairarapa is rich in Maori history and culture. Some of New Zealand's earliest known sites of human occupation exist within our boundaries. The coastline and Lake Wairarapa are of immense cultural, spiritual and historic significance to Maori. The

district's important role in post-settlement Maori political history is a matter of national record.

The Council is committed to strengthening our relationship with mana whenua in pursuance of the partnership envisaged with mana whenua under the Te Tiriti o Waitangi.

Key Results Areas

1. Governance Support
   Enable effective, legislatively compliant and well-informed decision-making by elected members.
2. Organisational Leadership, Culture and Capability
   Build a capable, resilient organisation with a positive culture and an open "no surprises" approach.
3. Strategic Leadership, Policy and Planning
   Ensure strong strategic and planning processes are in place to position the Council for future opportunities and challenges
4. Infrastructure and Core Service Delivery
   Deliver safe, reliable, and compliant core services to the community to agreed timetables.
5. Financial Management and Sustainability
   Maintain prudent financial stewardship and long-term affordability.
6. Risk Management
   Manage risk to protect the Council's reputation and resources
7. Community, Iwi and Stakeholder Relationships
   Maintain trust, responsiveness and constructive partnerships
8. Regulatory and Statutory Compliance
   Ensure Council meets its legislative and regulatory obligations.
9. Professional Conduct and Development
   Uphold public sector values and display continuous improvement.

Delegations

The Chief Executive Officer is appointed under the Local Government Act 2002 and has full delegated authority to manage Council's operations in accordance with the policies adopted by the Council and the authority granted by legislation. This includes:

- Staff management: the power to appoint, deploy, transfer, promote, discipline and dismiss staff and the authority to set remuneration and establish performance criteria within the overall budget and policy fixed by Council.
- Financial Management: delegations to approve expenditure in accordance with the Council's Delegations Policy.