

Position Description

Position:	Chief Executive
Responsible To:	The full Council, through the office of the Mayor
Staff Responsibilities:	All staff employed by the South Wairarapa District Council
Location:	Martinborough
PD Last reviewed:	September 2021

Background:

South Wairarapa District Council (SWDC) is a rural territorial authority that services a population of approximately ten thousand four hundred people. It administers three separate towns and the surrounding rural areas and communities. The local economy is predominantly driven by primary production, mainly sheep, beef, dairy and viticulture, with significant numbers of visitors and tourists adding to the economy, enjoying the region and its hospitality.

South Wairarapa is looking for a dynamic leader who understands the potential and special attributes of the Wairarapa region. The Chief Executive (CE) will work together with staff and elected members to contribute towards an open, energetic and united South Wairarapa community. With the existence of a strong base of financial management, infrastructure provision and planning provided with the existing Executive Team, the new CE will be encouraged to build strong internal and external relationships, strive to achieve the desired community outcomes, and provide excellent customer service delivery.

Job Purpose:

The CE is Council's principal advisor and ensures Council identifies and develops its vision, strategic objectives and policies for desired community outcomes and sets priorities for the South Wairarapa district. The CE is responsible to the Council for the overall leadership, direction and management of its business in accordance with Council policy and objectives. The CE is accountable for effectively and prudently managing resources and delivering a customer-focused organisation for citizens and visitors alike.

He or she will be responsible for ensuring professional, accurate and timely advice is supplied to Council to enable it to fulfil its governance function.

In terms of the Local Government Act 2002 the CE is responsible for the employment of all other staff and negotiates on behalf of the Council, their terms of employment. In addition, the Act provides that the CE is responsible directly for:

- Implementing decisions of the Council.
- Advising members.
- Ensuring all functions, duties and powers are properly performed and exercised.
- Ensuring the effective, efficient and economic management of the activities of the Council.
- Maintaining systems for effective planning and accurate reporting of the financial and service performance.
- Providing leadership for the staff.


The CE should, as far as practicable, ensure the management structure of Council reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities. He or she should also be able to advise explicit resolution of conflicting objectives where appropriate.

The CE ensures that the Council operates within the legal framework laid down and that it meets all its statutory obligations. As such, the Chief Executive will be called upon frequently to offer advice to members of the Council.

The CE, (in association with the elected members) will develop an organisational culture and the CE is expected to inspire and empower staff to deliver Council's vision, values and objectives in their everyday actions and achievement over time.

Vision for South Wairarapa District Council: 'For the South Wairarapa to be an open, energetic and unified community'.

Council's Strategic Drivers are set out in the Long-Term Plan 2021-31 as:



South Wairarapa Strategic Framework to 2050

Our community outcomes

SOCIAL WELLBEING

Residents are active, healthy, safe, resilient, optimistic and connected

ECONOMIC WELLBEING

A place of destination, new business and diverse employment that gives people independence and opportunity

ENVIRONMENTAL WELLBEING

Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced

CULTURAL WELLBEING

Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage

Strategic drivers

TAUTOKO

Creating better connections & social wellbeing

- ▶ Strengthen social connections within the community
- ▶ Encourage civic pride and participation
- ▶ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place
- ▶ Advocate for better transport and technology to improve social and business opportunities

Supporting sustainable growth, employment, economic wellbeing & development

- ▶ Plan for growth that protects rural land and character
- ▶ Contain rural residential expansion
- ▶ Support quality urban development
- ▶ Limit growth in coastal and other areas subject to climate change impacts
- ▶ Support the transition to a low carbon economy
- ▶ Encourage economic diversity and local vibrancy
- ▶ Leverage partnerships with central and regional agencies to enable economic development and employment opportunities

Enhancing three waters delivery & environmental quality

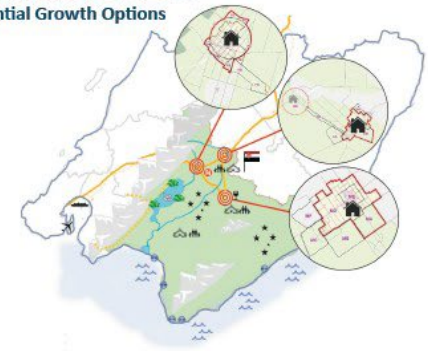
- ▶ Deliver sustainable, clean, clear, safe and secure drinking water
- ▶ Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems
- ▶ Protect and replenish our natural environment and biodiversity
- ▶ Minimize waste and provide environmentally sustainable Council services
- ▶ Take active measures to adapt and mitigate the impacts of climate change
- ▶ Empower and enable our community to drive behavioural change for the benefit of the environment

Nurturing & creating the district's special character, qualities and culture

- ▶ Work in partnership with mana whenua (customs), kaitiakitanga (guardianship) and taha Māori (heritage)
- ▶ Take opportunities to embrace and celebrate diversity
- ▶ Take opportunities to advance and showcase arts, culture & heritage
- ▶ Protect town and rural community character, retaining our unique look and feel
- ▶ Improve urban design and integrate what we build with natural features

Mapping our future to 2050

Step 1: Residential Growth Options



TE TAIAO

WHAKAPAPA

- ▶ Prominent mountains
- ▶ Airport
- ▶ Main towns
- ▶ Road link
- ▶ Rail link
- ▶ Cycle link
- ▶ Proposed residential growth area
- ▶ Proposed residential 20 year plus
- ▶ Marae
- ▶ Focus for kōwhirianga - Māori Parliament
- ▶ Indicative Papakāinga
- ▶ Wine industry
- ▶ Dark Sky Reserve
- ▶ Lake restoration & conservation
- ▶ Biodiversity corridor & halo
- ▶ Managed coastal retreat
- ▶ Wellington Regional Growth Framework

Work with Treaty Partners Strong and Efficient Council Our Communities and District

OUR VISION

The best of country living with the community at the heart of everything we do.

Where we are today

- Strong population growth: 2.2% average annual increase 2013-18 and an estimated 2.7% increase in 2020
- Rapid increase in house prices in 2020 resulting in Featherston median price \$484,100, Greytown \$732,800, Martinborough just over \$700,000
- 1 in 4 people over the age of 65
- Workers challenged to find affordable houses
- GDP per capita is \$27,000 compared to \$62,000 for NZ average, indicating relatively low incomes per person
- Unemployment rate of 4% which is lower than NZ of 5.8% - High employment but low GDP
- Climate change with extreme weather events, droughts, higher temperatures, coastal erosion

WHAKATAUKI


Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro, Mei te ngāwari ake o te ahunga ki nāianei, Kua tū nei te tūranga ki runga i ngā pakahivi o te nehenehe.

If I am confident with where we'll be in the future, Composed with how we are at present, It is merely because I am standing on the shoulders of the past.


Roles of council

Advocate for sustainable living and community wellbeing
Influence, facilitate, partner, provide services, plan and regulate


Three key roles of our district in the region & New Zealand



1
A place for agriculture, fishing, forestry, horticulture and viticulture with new and growing business and job opportunities



2
A destination highlighting diverse cultures, heritage, environmental sustainability and recreational experiences



3
A town and country lifestyle choice

Key Relationships for the Chief Executive

Current direct reports:

Group Manager, Partnerships and Operations
Group Manager, Planning and Environment
General Manager, HR & Corporate Services
General Manager, Communications and Engagement
General Manager, Policy and Governance
General Manager, Finance
Executive Assistant

Indirect reports:

All staff

Functional relationships:

- Mayor
- Councillors
- Community Boards
- Māori Standing Committee
- Community organisations
- Iwi, Hapū and Marae
- Public and Private Sector organisations
- Media
- Local Government NZ and Taituarā
- Local Members of Parliament
- Neighbouring Councils
- Government Agencies

Other relationships:

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

Key Results Areas

Governance Support

- Enable Council's engagement in strategic planning, it's resource and financial development, goal setting and policy formulation within the context and understanding of the district's needs and attributes.
- Ensure effective and efficient economic management of the Annual Plan and its delivery of Council's vision.
- Ensure all advice and decision making across all areas of Council is fully compliant and consistent with all relevant legislation and codes of practice.
- Ensure Council's decisions are implemented in a timely fashion.
- To regularly review and report on issues that could create future risk for Council.
- Ensure Council develops and maintains a governance framework ensuring the timely and accurate reporting on all significant matters, to Council to enable high quality decisions.
- Provide proactive leadership advice and direction to Council and Councillors.

Strategy, Policy and Planning

- Lead the management of the development of Council's Long-Term Plan (LTP).
- Ensure high quality policy development is attained through staff development and leveraging of other resource support.
- Ensure all policies, plans, decisions and directions of Council are effectively

- supported, managed and implemented.
- Ensure the forward planning and regulatory functions of Council reflect the vision and direction of Council, upholding community standards and customer service excellence.
- Identify and interpret economic, social, environmental and cultural trends or opportunities for the Council.
- Ensure the organisation's administrative structure is effective in supporting the achieving of organisational goals.

Community and Stakeholder Relationships and connectivity

- Ensure Council's interests are effectively represented at national, regional and local levels in a proactive way.
- Ensure communication with internal and external customers, stakeholders and elected members is relevant and timely, reflecting the values of the organisation and a 'no-surprises' approach.
- Ensure SWDC's engagement with Local Government New Zealand including input to submissions.
- Develop relationships with key stakeholders including, but not limited to, the other Wairarapa councils.
- Develop and enhance Council's public image.

Operational Management

- Ensure all day-to-day operations of the organisation are effectively and efficiently implemented in accordance with Council's plans, timeframes, budgets and controls.
- Ensure strong strategic and planning processes are in place to produce an annual work plan in line with the LTP and Annual Plan outcomes.
- Prioritise resources to implement organisational objectives.
- Ensure Council is fully informed on all relevant issues that they need to be aware of and which require their attention. Make recommendations to Council on various issues for sound advice and decision-making.
- To innovatively manage the organisation for effective, efficient and relevant ways to deliver community and business friendly services.
- Introduce and apply good practice project management techniques and communication initiatives for elected member and public understanding.
- To inform the Council quarterly on the implementation and progress of work according to the LTP and Annual Plan.

Organisational Culture, Leadership and Team Management

- Ensure by effective communication the vision of the organisation is fully understood and realised by management and staff.
- Provide professional and positive leadership in the community, including maintaining or enhancing the image of SWDC both internally and externally.
- Engender a 'can do' attitude to support innovation with guidance on informed risk taking to achieve Council's vision and objectives.
- Develop and build a strong quality customer service culture throughout Council.
- Provide clear leadership to develop and maintain a working environment that attracts and motivates good staff.
- Seek to achieve a high level of morale and positive culture in the Council.
- Develop high performing staff through performance management, communication and skill development. Ensure high priority is given to health and safety aspects of the

workplace.

- Ensure SWDC is a 'good employer' fulfilling all legislative requirements.
- Ensure the recruitment of appropriately qualified and skilled staff.

Financial Management

- Ensure SWDC has robust financial practices in place that meet the statutory requirements.
- Ensure the policies and planning practices minimise risk to the organisation and ensure there are adequate funds for the organisation to function as required.
- Prepare, manage and report against the Long-Term Plan and the Annual Plan.
- Ensure the Annual Report obtains a clear audit.
- Ensure agreed financial targets are achieved and timely and accurate financial reports are provided.

Professional Development

- Take part in professional associations such as SOLGM or similar.
- Attend relevant and value adding professional courses and programmes in consultation with the Mayor.

Understanding of Kaupapa Māori

- Ensure relationships with Māori Standing Committee, marae, hapū, and iwi are strong.
- Have an understanding of Te Tiriti o Waitangi, including the opportunities for Local Government.
- Be familiar with Kawa and Tikanga.
- Have an interest and basic understanding of Te Reo Māori and key concepts such as Manaakitanga, Kaitiakitanga, Whakawhanaungatanga.
- Have an understanding of marae, hapū, and iwi aspirations.

Delegations

The incumbent is appointed as the Chief Executive and Principal Administrative Officer of the South Wairarapa District Council in terms of the Local Government Act 2002 and has been delegated full authority to manage Council's operations in accordance with the policies adopted by the Council and the authority granted by legislation.

Staff Management – Appoint, deploy, transfer, promote, discipline and dismiss staff. Fix remuneration and establish performance criteria within the overall budget and policy fixed by Council.

Operating and Capital Expenditure – In accordance with Council's delegation manual.

Personal attributes and capability

The Chief Executive will ideally have a tertiary qualification.

At least 5-10 years demonstrated previous senior management experience, preferably at the executive level.

- A leadership style that resonates positively with staff and stakeholders alike.
- Proven financial management and risk analysis skills.
- Has commercial understanding of financial and legal information in an accurate manner.
- Evidence of setting a vision and a successful implementation programme for its achievement.

- Demonstrated experience in staff management including the ability to inspire and listen.
- Excellent relationship skills that generate respect and credibility.
- Experience in working with a governing body with highly effective relationships and implementation of decisions, direction and policy.
- Excellent communication skills for diverse audiences. Ability to communicate complex information in a straightforward manner.
- Highly developed communication and influencing skills.
- Ability to engage and build relationships with all levels of the community that encourages two-way conversations. Is an effective presence in the community and demonstrates accountability and transparency back to the community.
- An interest in tikanga Māori, Te Ao Māori concepts and embedding the principles of the Treaty of Waitangi into organisational capability.
- Management of change in a customer/ public facing organisation.
- Ability to analyse policy issues, draw conclusions and offer sound advice. Ability to lead, plan and manage projects and initiatives over broad range of issues.
- Anticipates and takes responsibility for meeting the needs of Councillors as appropriate.
- Has a flexible approach and can deal with conflicting issues and demands in a calm manner.