



**South Wairarapa District
Council**

**Position
Number:**

Position Number
Job Title – Policy and Reporting
Manager

Date 12 September 2014

Job Title Policy and Reporting Manager

Group Governance

Location Martinborough Council Administration Building

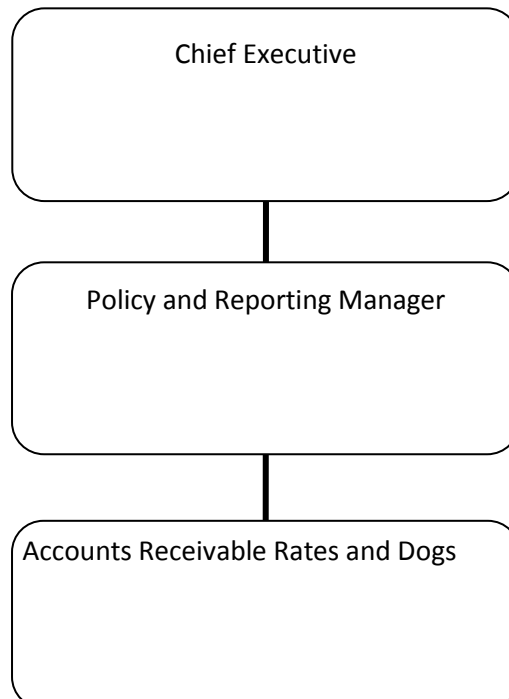
Responsible to Chief Executive

Responsible for **Direct Reports**
One

Hours/days of work Monday to Friday, 40 hours per week

Grade

Job Context



Job Purpose

The South Wairarapa District Council aims to become the “best little Council” in New Zealand. The Policy and Reporting Manager will be responsible for delivering a wide range of outputs. Key outputs include ensuring that Council meets its statutory obligations, not only for the Annual and Long Term Planning documents but legislative requirements in general. The Policy and Reporting Manager will be responsible for the “non financial” aspects of the strategic reporting documents mentioned above, including reviewing and development of service reporting performance indicators. In addition, the role will have an audit focus implementing recommendations made by our auditors, reviewing internal controls, and risk and fraud policy.

Other aspects to this role will be managing the rating system, and ensuring the general policies are up to date.

Key Relationships

External

Contractors & Consultants
Territorial Local Authorities
Ratepayers and Public
Government Departments and SOE's
Quotable Value
Auditors

Internal

Mayor and Councillors
Chief Executive
Senior Management Team
Council staff

Key Areas of Responsibility

Strategic Plans and Reports

- Manage the delivery of the Annual Plan, Long Term Plan, and Annual Reports
- Preparation of the non financial aspects of the LTP or Annual Plan by:
 - Recommending adequate service performance measures to Council to ensure key performance indicators are reported to the public
 - Preparation of the non financial aspects of the LTP and Annual Plan including background, direction, policies
 - Managing the preparation of the Annual Report by compiling the statements of service performance, in conjunction with the Group Managers, including workpaper file for the auditors, reviewing the non financial aspects of the annual report to ensure the operations of Council are clearly reported.
- Liaise with Councils auditors on the above aspects
- Managing the preparation, compliance, printing and distribution of the Draft LTP / Annual Plan and the final LTP/Annual Plan, including the website.
- Managing the public consultation of the LTP and Annual Report as required

Revenue

- Reviewing the Revenue and Financing Policy of Council as required.
- Prepare the rates resolution, in conjunction with Finance Team Leader
- Supervise application of the rating requirements to the rating database.
- Reviewing the rating valuation service provider's contract performance annually.
- Ensuring rating valuation data is reconciled to the Council system.
- Ensuring systems are in place to ensure the rating database is maintained

- accurately and anomalies are dealt with appropriately.
- Manage debt recovery action

Risk Management

- Ensure Council has appropriate contracts for insurance for the protection of the Council assets including the annual replacement of all Council's insurance policies. Look at ways of reducing insurance costs
- Ensure risk management plans are reviewed and risk management strategies implemented
- Manage Councils Internal Control system, and perform internal control checks as necessary
- Manage clearance of issues raised by auditors as necessary
- Manage legislative compliance processes

Policy Development

- Ensure Councils policies are reviewed and current
- Develop new policies as required, including preparation of discussion documents and recommendation of policy options

Project Work

- Undertake ad hoc project work as required

Team Performance and Leadership

- To create a team environment that fosters and develops effective working relationships and high performance.
- To ensure communication channels with staff are open and positive
- To ensure team members are managed effectively.
- To build strong and effective team capable of providing services of the highest quality.
- To monitor the performance and workloads of direct reports and staff members to ensure that objectives are met.

Relationships

- To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- To ensure that the Governance Group and Council are promoted in the best possible light at all times by providing a superior customer service focused frontline.
- Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with.
- Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Works effectively as the leader but also a member of the Governance Group as demonstrated by empowering other members, effectively delegating and co-ordinating team activity.
- Operate collegially with all staff throughout SWDC.

Corporate Contribution

- Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Foster co-operation and aid communication between teams, units and groups
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster
- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of the Group and Unit and their activities.
- Contribute to the Group business plan.
- Represent the Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

Financial Management

- Provide information for the preparation of budgets as required.
- Advise customers on fees and charges.
- Ensure customers are invoiced for all costs

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Person Specification**Qualifications and Experience**

Preferably tertiary qualification in Finance, Business Administration or directly relevant field, or if not relevant experience in a policy and reporting environment.

Can programme and undertake forward planning for projects.

Be skilled in Microsoft Office product suite, and prepare and edit documents and presentations to a high standard using those products.

Personal Capabilities

Self-motivated and highly energetic.

Can-do' attitude

Self-disciplined to manage workloads.

A strong customer focus and relationship management skills

Excellent written and oral communication skills including facilitation, negotiation and presentation skills.

Sound political acumen

Knows what Local Government does, plus willingness to develop an understanding of the relevant SWDC laws and bylaws.

A team player.

Committed to personal improvement and training

Innovative problem solving