

## Role Description

<b>Job Title</b>	General Manager Strategic Improvement
<b>Position Status</b>	Permanent
<b>Hours of Work/Days of Work</b>	40 hours per week/Monday to Friday
<b>Business Unit &amp; Team</b>	Executive Team
<b>Reports to</b>	Chief Executive
<b>Direct Reports</b>	Manager Asset Management Economic Development Lead Manager Information & Systems Manager Project Delivery Manager Strategic Planning and Programmes Manager Iwi Relations Executive Assistant (0.5)
<b>Base Location</b>	Mangawhai or Dargaville, the role requires travel across the district
<b>Salary Grade</b>	TBC
<b>Delegations</b>	This role has Financial Delegations, HR Delegations and Contractual Delegations
<b>Key Internal and External Partners/Customers</b>	Council Elected Members, Mayor, Chief Executive, Kaipara Community

## About Kaipara

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity),



**Whakautē**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## Role Purpose

The GM Strategic Improvement is a Member of the Executive Team that leads and oversees the functions that set the strategy and long-term planning direction and determine the improvement workplans for the Implementation and Delivery functions.

## Key Responsibilities

<p><b>Organisational Leadership</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the strategic direction of Council through participation in Council and executive forums.</li> <li>• Work collaboratively with other executive team members to develop and deliver against the Long Term Plan (LTP) and Annual Plan.</li> <li>• Lead the ongoing provisioning and review of services to customers, and development of concepts and plans for improvement.</li> <li>• Ensure alignment of community engagement and feedback from services with organisation strategic direction.</li> <li>• Work collaboratively across Northland with peers to identify shared learning and improvement opportunities.</li> <li>• Lead, promote and support across the organisation, the design and implementation of change programmes and projects in support of a culture of excellence and continuous improvement.</li> <li>• Clearly communicate the visions and values of KDC to our people and “walk the talk” with respect to ensuring behaviour and actions are consistent.</li> <li>• As a senior employee of council, participate in a crisis management team should response be needed to a Civil Defence Emergency situation or exercise.</li> <li>• Ensure the prudent management and utilisation of all Council resources, people, capital and expenditure by monitoring effectiveness and achieving agreed goals/returns on investment.</li> </ul>
<p><b>Functions Leadership</b></p>	<ul style="list-style-type: none"> <li>• Oversee and lead Council's long term planning and delivery functions including asset management, project and programme delivery, information management and technology, service planning, workforce planning and strategic planning.</li> <li>• Lead the strategic development of business continuity plans for service areas and ensure these are maintained and actionable.</li> <li>• Specify appropriate goals and objectives for all areas of strategic improvement activity that translate into activity areas for the Long Term Plan (LTP).</li> <li>• Define, measure and monitor key strategic improvement metrics.</li> <li>• Develop, manage and monitor operational budgets and be accountable for delivery within these.</li> <li>• Work with own teams and others within Council to resolve issues in a collaborative way that creates sustainable solutions.</li> </ul>



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

### Key Responsibilities

	<ul style="list-style-type: none"> <li>• Manage the acquisition, design, building, operation and maintenance of Council infrastructure assets in accordance with asset management plans and levels of service specifications.</li> <li>• Foster a culture of collaboration across all function areas within KDC, as well as with external partners within Northland and beyond.</li> <li>• Oversee and lead the process for production of the Council's Long-Term Plan, Annual Plan and activity plans.</li> <li>• Be the escalation point to resolve complex issues that are cross functional and that could have an organisation wide impact.</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• With members of the Executive team, contribute to developing a workplace culture that delivers to the strategic plan which is in line with Councils' vision and outcomes.</li> <li>• Provide strategic leadership and direction in key internal council functions to ensure effective delivery and implementation of Council's strategies.</li> <li>• Work with direct reports to develop business plans/operational plans for their areas that are aligned with Council's vision.</li> </ul>
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>• Operate in line with our "KDC great manager guide".</li> </ul>

### Core KDC Responsibilities

<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work.</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager .</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our Values.</li> <li>• Adhere to our Ways of Working (WoW)</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.</li> <li>• Maintain records in compliance with the Public Records Act 2005.</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training and participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.</li> <li>• Other tasks and/or projects as assigned.</li> </ul>



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## Competencies

### Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Effectively

### Leader of Others

- Manage People
- Develop Vision and Strategy
- Be a Business Acumen
- Manage within a Political, Legislative and Regulatory Environment
- Be a Leader of Change

## Success Profile

### Qualifications & Experience

- Tertiary Qualification in relevant field or commensurate experience.
- Significant experience at a strategic senior leadership level, preferably in local government.
- Proven experience in successfully leading and managing multidisciplinary teams.
- Working knowledge of local government operations, policies, and regulations as well as compliance and legal knowledge.
- Proven skills leading, influencing, motivating, coaching and developing teams to foster a positive and vibrant culture.
- Experience in leading and managing change preferable.

### Role Specific Skills & Attributes

- An understanding of the political, economic and regulatory environment applicable to New Zealand local authorities, including the Treaty of Waitangi.
- Skilled strategic thinker and planning partner.
- Enthusiastic and dedicated customer service advocate.
- Inspiring and successful relationship builder, collaborator and communicator.
- Motivational leader, coach and builder of effective and performing teams.
- Strong financial management skills, including budget development, financial planning and oversight of financial operations.
- Strong negotiation or persuasion skills.

### Other role requirements:

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- you to attend some emergencies outside of core work hours



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi taki**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## Organisation Chart

