

Department	Strategic Management
Location	Seymour Street, Blenheim
Direct/indirect reports	1
Reporting to	Group Manager Strategic Management
Grade	21
Functional responsibility	Strategic Planning Economic Development
Financial delegation	Budget allocated

Department Overview

This position is within the Strategic Management Department. This department is responsible for setting, and delivering on, Council's overarching strategy; regional promotion; and improving Economic and Community Development. This includes strategic planning; long term planning; the delivery of strategic programmes and projects; monitoring and performance; Destination Marlborough; economic development; and events and community partnerships.

Purpose of the Role

This position is responsible for planning and implementing strategic plans, programmes, projects and initiatives to help Council achieve its organisational objectives. This includes developing a long-term strategy, producing long term plans (LTP) and supporting the development of annual plans. The position is also responsible for overseeing the effective and efficient management, planning and delivery of the key activities and objectives within Economic Development.

The purpose of the role is to:

- ensure the effective and efficient development of Council's Long Term Plan and select Council strategies plans, policies and reports.
- conduct data analysis and stakeholder engagement to analyse and develop long term environment scans to support Council's strategic planning and assessments and ensure alignment with community needs.
- monitor external trends, legislation, and funding opportunities that may impact the strategic direction of the region.
- support organisational change efforts, ensuring smooth adoption of new processes, systems or structures.

Key Responsibilities

Strategic planning	<p>Ensure the efficient delivery of long-term strategic environmental assessments/scans.</p> <p>Ensure the efficient delivery of Council's strategy including the identification of Council's vision, mission, goals and strategic initiatives.</p> <p>Manage the development and writing of the non-financial sections of the Council's LTP and select Council strategies, plans, policies and reports.</p> <p>Manage Council's consultation processes for the LTP and select Council strategies, plans, policies and reports.</p> <p>Develop and maintain linkages between the LTP and select Council strategies, plans, policies and reports, with other Council-wide strategic activity.</p> <p>Ensure Council's strategic planning processes are effectively developed and managed, taking into account changes in the political, economic, social, technological, cultural, environmental and legal environments.</p> <p>Lead and support the development of organisation wide policies and programmes to support the successful delivery of Council strategies.</p> <p>Ensure Department reports, recommendations, plans and policies comply with statutory procedures.</p> <p>Provide a centre of excellence for community engagement, including statutory consultation and the special consultative procedure in relation to decision making, strategy and policy making.</p> <p>Facilitate strategic workshops and cross-departmental meetings.</p> <p>Manage consultants, contracts, and project budgets related to strategic planning initiatives.</p>
Economic development	<p>Oversee the delivery of Economic Development strategic objectives.</p> <p>Support the Economic Development Portfolio Manager in:</p> <ul style="list-style-type: none"> meeting the objectives of the Marlborough Economic Wellbeing Strategy that relate to and are resourced by Council. meeting the objectives of the Economic Development Annual Plan. <p>Monitoring performance against objectives.</p>
Liaison / representation	<p>Develop and maintain links with the community and agencies relevant to the work and responsibilities of the Department.</p> <p>Represent Council in negotiations and discussions with other organisations on matters relevant to the Department, and attend meetings of the appropriate Committees or Council meetings as required.</p> <p>Manage community consultation processes on the Department's projects and activities as appropriate.</p> <p>Support the ongoing development of shared services with neighbouring Councils.</p> <p>Participate in community meetings on issues affecting the Department.</p> <p>Assist community groups that Council supports in their work, service requests and decision making, as required.</p> <p>Ensure the provision of high quality and timely advice to Council, its Committees, and the EMT.</p> <p>Evaluate and provide advice to Council on the effectiveness of Council policies.</p>

	<p>Make informed recommendations and decisions by considering critical drivers and data (eg, strategic environment scans, rate payer submissions, market trends and identified opportunities).</p> <p>Manage the development of submissions to central government on key legislation affecting the Council and community.</p> <p>Manage the development of requests to central government for funding/grants in support of strategic programmes, projects, plans and initiatives.</p>
Leadership	<p>Lead, and contribute to, the successful delivery of team goals and relevant strategies.</p> <p>Lead and facilitate a way of working across your team that builds a constructive, engaged and collaborative environment via active communication.</p> <p>Embed strong leadership within your team that drives increased engagement, capability and performance.</p> <p>Lead and deliver a customer centric approach.</p> <p>Ensure all team members have clear objectives. Undertake regular feedback conversations with staff, understand their career goals and encourage participation in appropriate development opportunities.</p>
Financial management	<p>Apply commercial acumen and rigour to spend ensuring that required results are delivered within the allocated budget and, if required, corrective action is taken to ensure budget objectives are maintained and met.</p>

Organisational Responsibilities

Continuous Improvement

Drive an improvement culture by encouraging innovation and proposing, defining and implementing improvements to services and processes.

Customer Service

Drive a customer focused culture. Use your understanding of customer needs to drive improvements.

Digital Mindset

Drive a “digital mindset” which allows your team to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren’t compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, Safety & Wellbeing

Role model your commitment to HS&W by leading by example, making risk-based decisions, monitoring performance and holding yourself and others to account.

Create a climate of information sharing, trust and understanding around mental health care issues, and the process of recovery for those needing support. Encourage staff to attend mental health and wellbeing promotion programmes.

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and looking out for your colleagues, contractors, customers, and visitors.

Contribute to Council’s ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion & Diversity

Drive an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Foster a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record Management

Ensure your team create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council’s information and data management policies and procedures.

Response in Emergencies

Be available to assist during emergencies as and when they occur; and enable and encourage team members to do the same.

Risk Management

Understand, report, manage and lead operational and compliance risk. Ensure your team complies and gives advice in accordance with Council’s risk management policies and procedures.

Te Ao Māori

Demonstrate leadership by developing cultural competency; for example by developing understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other Duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently

Person Specification

Qualifications	<p>A degree qualification in strategic management, public policy or other relevant aspect of the role; or equivalent experience.</p> <p>Further management or leadership qualifications will be an advantage.</p> <p>Holder of a current and valid NZ Driver License.</p> <p>Familiarity with computer packages, in particular Microsoft Office products.</p>
Experience and knowledge	<p>Minimum of five years relevant postgraduate experience in one or more of the areas for which the role is accountable, preferably in a public sector environment.</p> <p>A sound knowledge of strategy formulation, data analysis delivery and measurement within large, complex organisations.</p> <p>Understanding of the political system (conventions, functions and objectives of Council) and the wider cultural, social, environmental, economic, political and legal implications of the environment within which Council operates would be advantageous.</p> <p>Experience in strategic planning, business planning and reporting.</p> <p>Experience in facilitation with senior managers and leaders.</p> <p>Ability to manage projects, on time and to agreed budgets, including managing consultants.</p> <p>A very high standard of written and oral communication.</p>

Core Competencies

Adaptability	<p>Capacity to recognise opportunities, incorporate new ideas, and adapt to changing circumstances.</p> <p>Takes on challenges with positivity, professionalism and enthusiasm.</p>
Commitment to improvement	<p>Openness to feedback/reflection in order to grow skills and knowledge.</p> <p>Enthusiasm for continuous improvement, efficiency in processes and for increasing knowledge and technical abilities.</p>
Communication	<p>Communicates messages in a clear, concise, and consistent manner.</p> <p>Uses the most effective method of communication for the audience and situation. Communication is clear, concise, and consistent.</p> <p>Utilises effective listening skills and questioning techniques.</p> <p>Ability to facilitate and moderate discussions.</p>
Customer focus	<p>Recognises the diversity of customers and adapts approach and style to meet their needs.</p> <p>Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers.</p> <p>Problems and complaints are acknowledged, and attempts made to resolve them in a timely fashion.</p>

Digital literacy	<p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p>
Integrity	<p>Ability to manage sensitive and confidential information and situations with the utmost tact, discretion, and judgement.</p> <p>Ability to role model behaviours and attitudes that align with Council's Values.</p>
Interpersonal skills	<p>Ability to establish and maintain effective working relationships with a diverse range of stakeholders, both internal and external.</p> <p>An ability to gain and maintain professional credibility, confidence and respect across a wide range of agencies, community groups and Council staff.</p> <p>Values diversity and supports different ways of working.</p> <p>Credits others for their contributions and accomplishments.</p>
Leadership	<p>Ability to act as a good role model and create a positive environment that fosters, develops and promotes engagement and a good team culture.</p> <p>Ability to effectively support and proactively assess the team's workload and reallocate workloads when needed.</p> <p>Ability to create and reinforce a culture that is free from harassment, bullying and discrimination; supports inclusion and diversity; and reduces the stigma around mental illness.</p> <p>Effective delegation skills.</p>
Organisational skills	<p>Proactively plans work and manages competing priorities to ensure deadlines are met.</p> <p>Plans and utilises resources in the most effective and efficient way.</p> <p>An ability to manage projects, on time and to agreed budgets.</p>
Problem solving and decision making	<p>Well-developed business, political, and financial acumen with a successful history of sound decision making.</p> <p>Balanced and informed approach to solving complex situations.</p> <p>Makes appropriate decisions, taking into consideration impacts and risks.</p> <p>Uses own judgement and experience to solve problems.</p> <p>Empowers staff to make own decisions.</p>

Strategic Framework

Vision	Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.
Mission	We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.

Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.
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