

Principal Strategy Advisor



Horopaki | Context

Environment Canterbury is the Regional Council for the largest region in New Zealand Aotearoa. We are committed to working in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and political context affecting Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our work/mahi focuses on the delivery of three core services to the Canterbury/Waitaha community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our strategic pou of:

- Putting the community and our customers at the heart of everything we do;
- Growing our relationship with mana whenua into a true partnership;
- Maturing our governance model and understanding of our political environment;
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Aronga | Purpose

To drive the development of strategic and policy advice for the organisation.

Ngā Haepapa | Accountabilities

- Lead the development of high quality strategic and policy advice for Council, including both qualitative and quantitative analysis.
- Actively collaborate with our partners, stakeholders, government agencies and iwi to promote organisational and portfolio strategic objectives and seek collective, innovative solutions.
- Systematically monitor and evaluate progress towards strategic outcomes. Support the Senior Strategy Manager to keep the Chief Executive and Executive Leadership Team informed of key issues, risks and opportunities related to the organisation's progress towards portfolio and organisational outcomes.
- Be seen as the 'go to' person by governance and executive leadership team and external parties for assigned portfolios, to ensure correct and timely advice, information and guidance is provided.
- Project manage higher risk, strategic initiatives within portfolios as required using agreed organisational processes and tools.
- Provide technical guidance and support to staff across the Strategy and Planning Group, building individual capability and consistency across our work.

Taking action together to shape a thriving and resilient Canterbury, now and for future generations.

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

- Develop and maintain strong, collaborative working relationships with staff across the organisation and with partners.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to the achievement of Ngāi Tahu cultural and environmental aspirations, including but not limited to, Mahinga kai, and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution so these can be considered in mahi programme development and prioritisation.
- Demonstrate an openness and courageousness in approach to issues and co-design of processes and systems supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

- Kaunihera Taiao ki Waitaha/Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously. In order to meet the legal obligations you must:
 - Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
 - Ensure awareness of, and compliance with, legislative and operational standards, policies, guidelines, including the code of conduct.
 - Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge on best practice to ensure a detailed understanding of any risks associated with this position.
 - Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to Senior Strategy Manager to deliver strategic insight and advice which supports the achievement of Environment Canterbury's strategic outcomes.
- For assigned portfolios: keep the Council Governance and Executive Leadership Team informed of strategic issues through regular structured briefings.

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- Support the Team Leader to ensure that the team's priorities are addressed efficiently and consistently across portfolios.
- Collaborate with staff across the organisation at multiple levels to deliver work programmes in an integrated, efficient and coherent way.
- Participate fully in the Strategy and Planning group, providing support and guidance to other team members as required.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Liaise with key people in partner organisations throughout the region and in central government to ensure industry alignment and leadership of shared opportunities.
- Engage contractors and providers to deliver specialist elements supporting the organisations priorities and strategic outcomes.

Ngā Herenga Motuhake | Special Conditions

As a regional council, Environment Canterbury has special requirement to provide a civil defence function for Waitaha (Canterbury). Any kaimahi employed by Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.

Additionally, all kaimahi would be expected to assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

- From time to time, as required, this role will require work outside of normal work hours to represent Environment Canterbury at meetings and events with partners, other agencies and the community.
- As required, the role involves travel within the region and beyond to attend meetings and relevant conferences or activities.
- This role provides a mentoring capacity to colleagues within your section and also delivers a key 'go to' person capability for the Team Leader and Senior Strategy Manager.

Māngai Whakahaere | Delegations and Authorities

- Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

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Tohu Mātauranga | Qualifications

- A relevant university qualification with a post-graduate qualification or other relevant technical training is essential.
- A clean NZ drivers' licence is highly desirable.

Mātau ā-wheako | Experience

- At least eight years' relevant experience in the public or private sector is required.
- Demonstrated high standard of written communication and presentation skills is required.
- Demonstrated strong quantitative and qualitative analytical skills and problem-solving abilities are essential.
- Experience in strategy development, and the design and implementation of strategic monitoring and evaluation systems is highly desirable.
- Demonstrated ability to successfully manage programmes and/or projects is required.
- Demonstrated ability to coach colleagues within the organisation to support growth of individuals and a lift in overall capability and performance.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Lead level beneath each of the following organisational competencies. To identify the competency expectations at this level, view the competency framework in the P&C Kete.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

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The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent; however, from time to time, the Principal Advisor will be required to accept and carry out other duties.

Location	Christchurch/Environs	Position Code	PORT.004
Band	7		

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

Waitohu | Signature: _____

Rā | Date Signed: _____