

## Senior Strategy Advisor

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### Horopaki | Context

Kaunihera Taiao ki Waitaha (Environment Canterbury) is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work 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 region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- 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:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

### Aronga | Purpose

The purpose of this role is to provide strategic advice in response to emerging risks, issues and opportunities in order to support the development, management and delivery of portfolios and work programmes which contribute to the achievement of Council's strategic outcomes.

### 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.

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- Systematically monitor, evaluate and report 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.
- Develop and maintain strong, collaborative working relationships with staff across the organisation and with partner staff.

## **Toitū Te Tiriti | Treaty Partner Excellence**

- Deliver outcomes that underpin and give effect to achieving 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, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in 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 Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our 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; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## **Hauora me te Marutau | Health and Safety**

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our 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 and guidelines, including the Council's code of conduct.

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- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of 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**

- Support the Senior Strategy Manager to keep the Council and its Executive informed of progress towards strategic outcomes and associated issues, risks and opportunities.
- 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 Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate 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 and the success of the work programmes.
- Engage contractors and providers to deliver specialist elements supporting the organisations priorities and strategic outcomes.

## **Ngā Herenga Motuhake | Special Conditions**

- From time to time, as required, this role will require work outside of normal work hours and at other 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.

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- Flexibility and adaptability to capably deal with organisational issues and matters that may arise in other portfolios or organisational areas.

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

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

## **Māngai Whakahaere | Delegations and Authorities**

Where specified, this role has 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**

### **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 five 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.

## **Ngā Pūkenga Matatau | Core Competencies**

Specific behaviours at the team member level sit beneath each of the following organisational competencies.

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.

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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.

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. From time to time the incumbent will be required to accept and carry out other duties.

**Band / Grade**

6

**Position Code**

PORT.002

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

**Ingoa | Name:**

**Waitohu | Signature:**

**Rā | Date Signed:**

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