



Tūranga Mahi / Position Description:

Manahautū Whaitua Tūtahi / Deputy CE, District Leadership and Democracy

Nāu te rourou, nāku te rourou ka ora ai te iwi

With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.



The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Manahautū Whaitua Tūtahi / Deputy CE, District Leadership and Democracy
RANGATIRA - REPORTS TO:	Chief Executive
KĀHUI - GROUP:	District Leadership and Democracy
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	Council is seen as a trusted leader, partner and advocate for the communities of Rotorua.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: <ul style="list-style-type: none"> • Director – Relationships & Governance • Manager – Corporate Strategy & Planning • Director – Public Relations & Engagement
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Partnership leader: <ul style="list-style-type: none"> • Positioning Council alongside Te Arawa and within the community to be seen as the major leader/driver/influencer of the movements required to move the district forward. • Build connections, partnerships and networks across Te Arawa and the entire community to support an ongoing social license for Rotorua to determine its direction. • Positive leadership is noticed regionally and nationally and is seen to represent the new way local government should operate. • Decision-making is transparent and visible across the district. Council is respected: <ul style="list-style-type: none"> • Council identity is well-understood and supported. • People relate to and understand Vision 2030 and beyond to 2050. • Positivity is generated from the success stories Council reports and the partnerships Council is building. • People support and follow Council. • Information and participation barriers that inhibit people from being able to live their best life possible, are removed through the active role of Council. <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • A relevant tertiary qualification and/or proven experience in this functional area.
<p>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Proven senior management experience in strategically leading a governance support, strategy and planning and communications team. • Proven effective experience working in an executive management environment, with experience in actively contributing to strategic thinking, planning decision-making, and managing people, resources, systems and processes. • Political acumen with demonstrated ability to work effectively in a dynamic political environment. • Demonstrated ability to build and maintain strong relationships with external stakeholders, including iwi, the community, businesses, other Councils and central government. • Demonstrated ability to effectively lead and develop people, and play an active leadership role in organisational change. • An in-depth understanding of local government legal framework and environment. • Strong ability to facilitate, influence and encourage others. • Experience applying in-depth analysis to complex issues. • Excellent communication skills, both written and verbal. • Proven ability to work with ambiguity, to manage competing priorities and projects of work. • Proven effective working capabilities in a bicultural setting.

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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