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Manahautū | Chief Executive

📍 Rotorua

Apply



- **Help Drive Positive Outcomes for Rotorua's Future**
- **High-Performing Collaborative Council and Executive**
- **Career Defining Opportunity for Aspiring CEOs**

Mō mātou | About the Organisation

Located in the heart of Te Arawa region, Rotorua Lakes Council is one of the largest employers in Rotorua which aims to build a positive future for its district.

The region has a population of approximately 70,000 residents, 40% of whom are Māori and visitors numbering in the millions.

Being a bicultural city provides a foundation for the Council to recognise and celebrate its diversity and multi-cultural community; with its people being central to its priorities around providing high-quality community services that offer best value for money.

The Council is committed to building a high-performing culture that prioritises the fostering of strong and enduring stakeholder relationships, teamwork, collaboration, and a strong solutions-based, customer-centric mindset.

He angilūtanga | The opportunity

The role of Chief Executive is pivotal to navigating Rotorua through its social, economic, and infrastructural challenges and opportunities; and restoring the city to a world-class tourist destination.

Integral to this will be working collaboratively with the Mayor, elected members, Council-controlled organisations (CCOs) and stakeholders to achieve the Council's strategic objectives, with a focus on the region's economic, housing, community, and infrastructure priorities.

Key to success will be fostering strong and enduring relationships with Council, the Executive Team and with Iwi and Mana Whenua. The role will be accountable for fostering a culture of high-performing and engaged teams to deliver valued customer and community services and a significant capital investment programme.

He kōrero mōu | About you

An energetic and inspirational leader is sought with a track record at CEO or Executive Leadership level, leading large, diverse, and high-performing teams in complex, multi-stakeholder settings.

While a local and/or central government background is not a prerequisite, candidates must have a sound understanding of this landscape, together with an understanding of building Iwi partnerships.

The role requires someone with a strong commercial orientation who is decisive and courageous, with a collaborative and inclusive leadership style, and exceptional relationship-building skills.

Other experience and competencies sought, include:

- a proven track record of successfully delivering significant transformation programmes and exposure to leading large complex capital projects;
- political acuity and the ability to initiate and maintain strategic relationships that assist in advancing the goals of the organisation;
- media-savvy and the ability to work in a high-profile role with strong public, community, and stakeholder interface;
- experience in effectively working with Māori and understanding Māori economic, environmental, cultural, and social aspirations;
- a solid understanding of the New Zealand public sector, the concept of public good, and the democratic process.

Benefits

Along with this being a challenging and rewarding role, you will be working with a highly engaged and cohesive Council with strong aspirations for Rotorua as a world-class tourist destination and place to live.



Neil Munro

More Info

To apply in confidence now. Please complete the 'apply for this job' application form, attaching your cover letter and CV. Email will be electronically acknowledged and further correspondence may be sent by email.

Applications close on 03 November 2023



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ROTORUA LAKES
COUNCIL

Candidate Briefing Information

Manahautū / Chief Executive

October 2023

INTRODUCTION TO ROTORUA

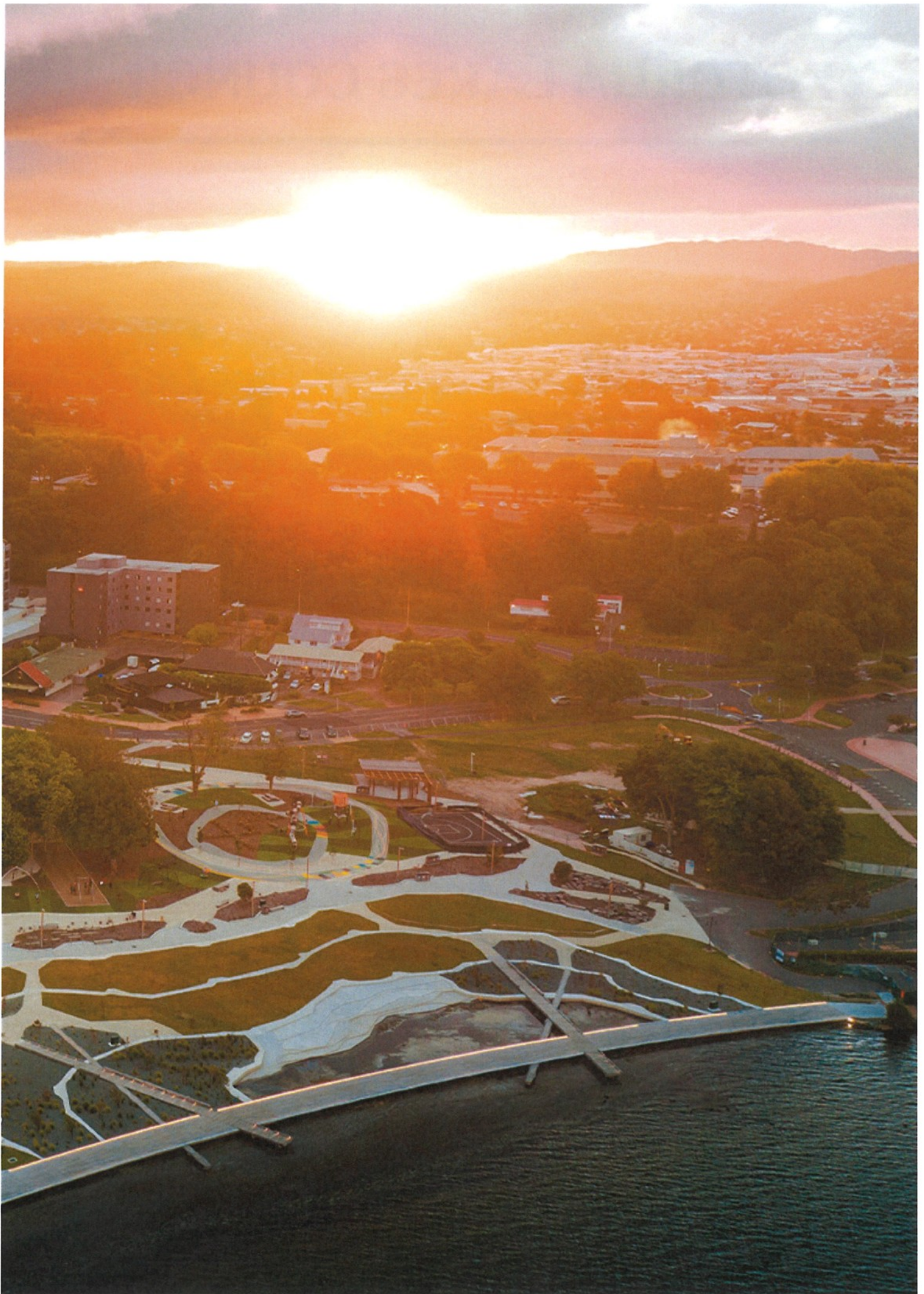
Located in the Bay of Plenty region, our city is known for its geothermal activity, geysers, and hot mud pools; and is a major destination for both domestic and international tourists.

Rotorua is in the heart of the Te Arawa region and 40% of our 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.

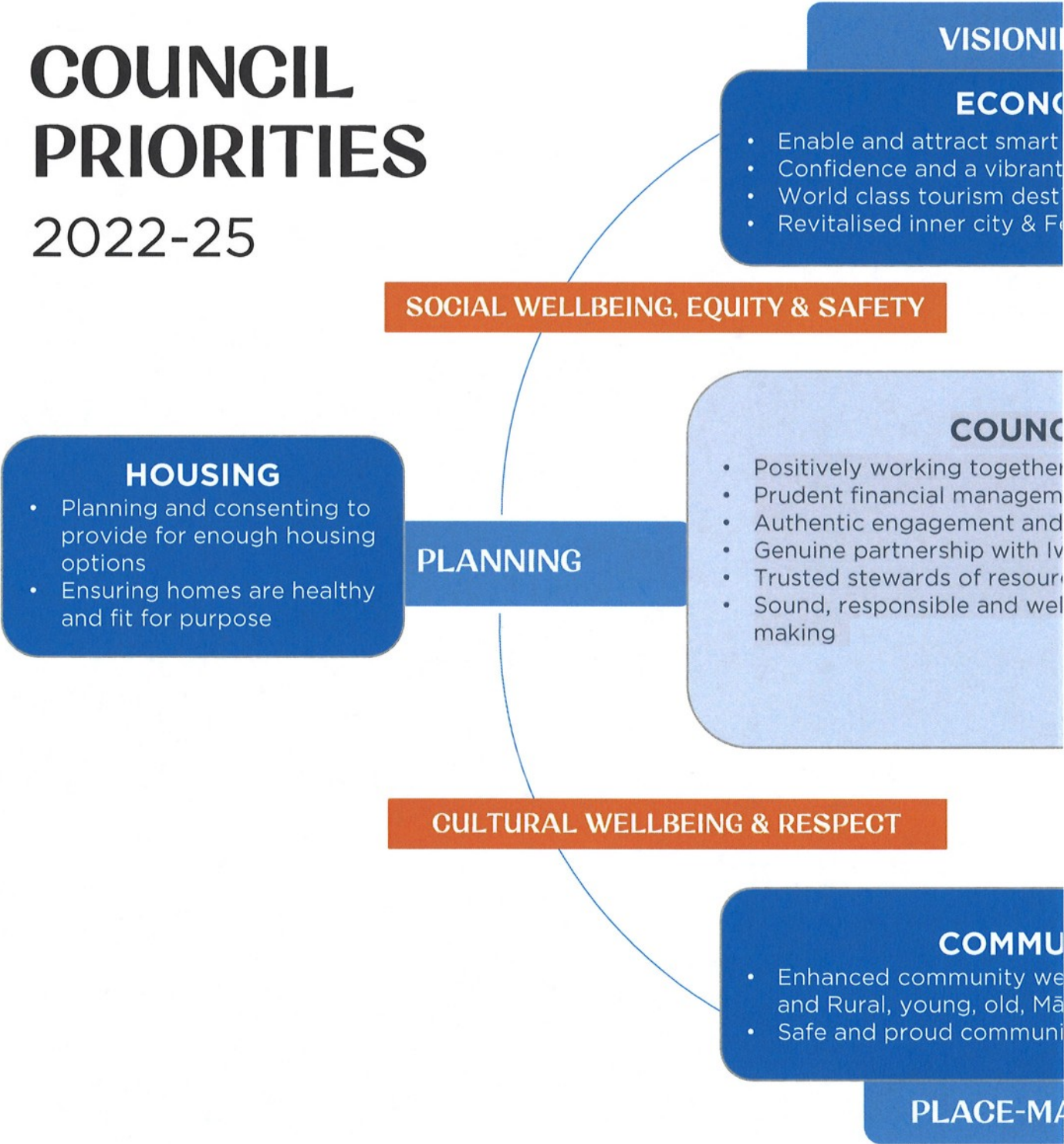
**“WE HAVE A MISSION
TO ENSURE THAT THE
REST OF THE COUNTRY
KNOWS WE ARE A GREAT
PLACE TO LIVE AND WE ARE
A GREAT PLACE TO VISIT.”**

Rotorua Mayor Tania Tapsell



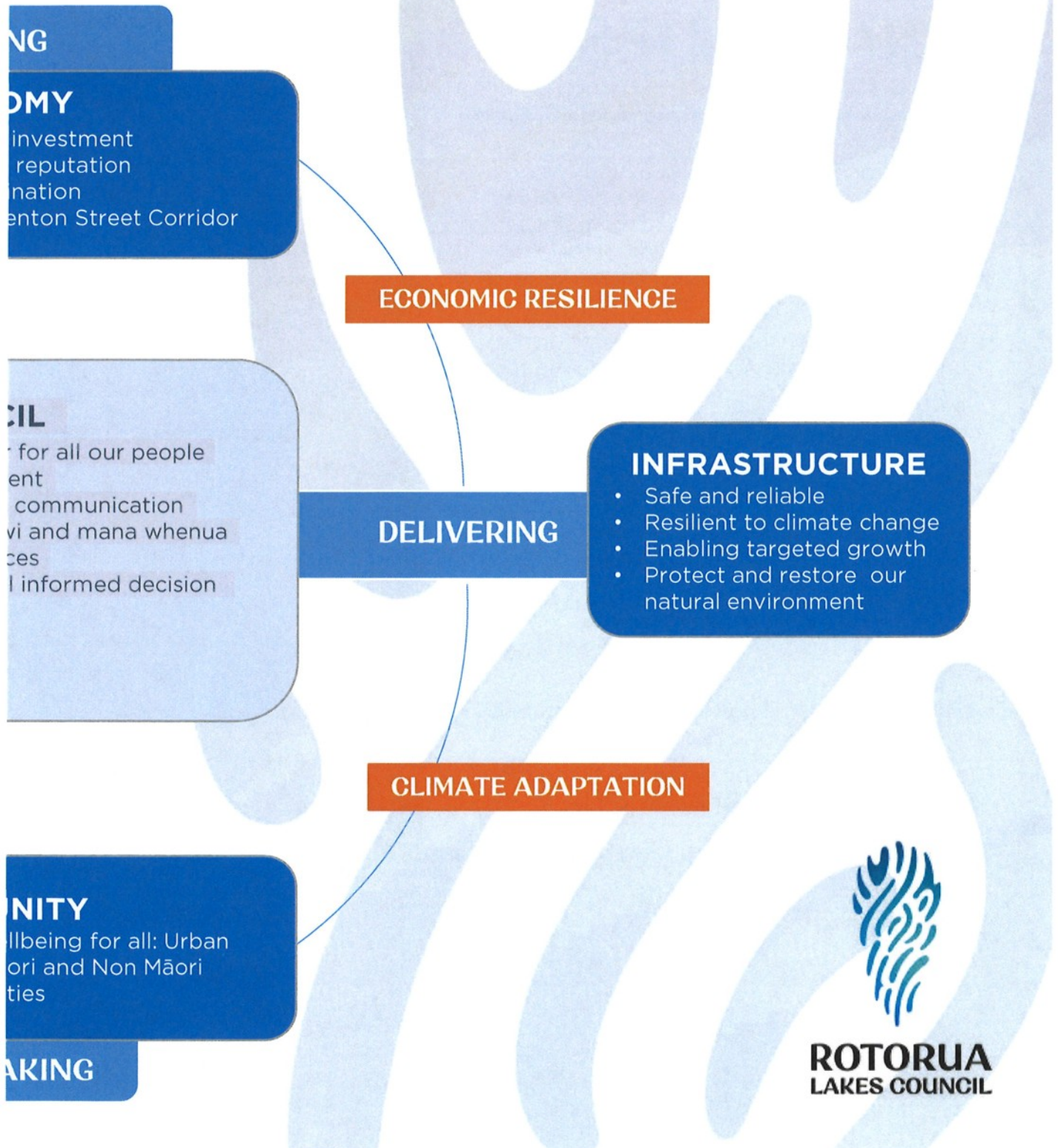
ROTORUA LAKES COUNCIL

COUNCIL PRIORITIES 2022-25



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 improving the service we provide to our residents, business community and the tourism sector.

Our people are central to achieving Council's priorities and providing high quality community services that offer best value for money.





OUR VALUES

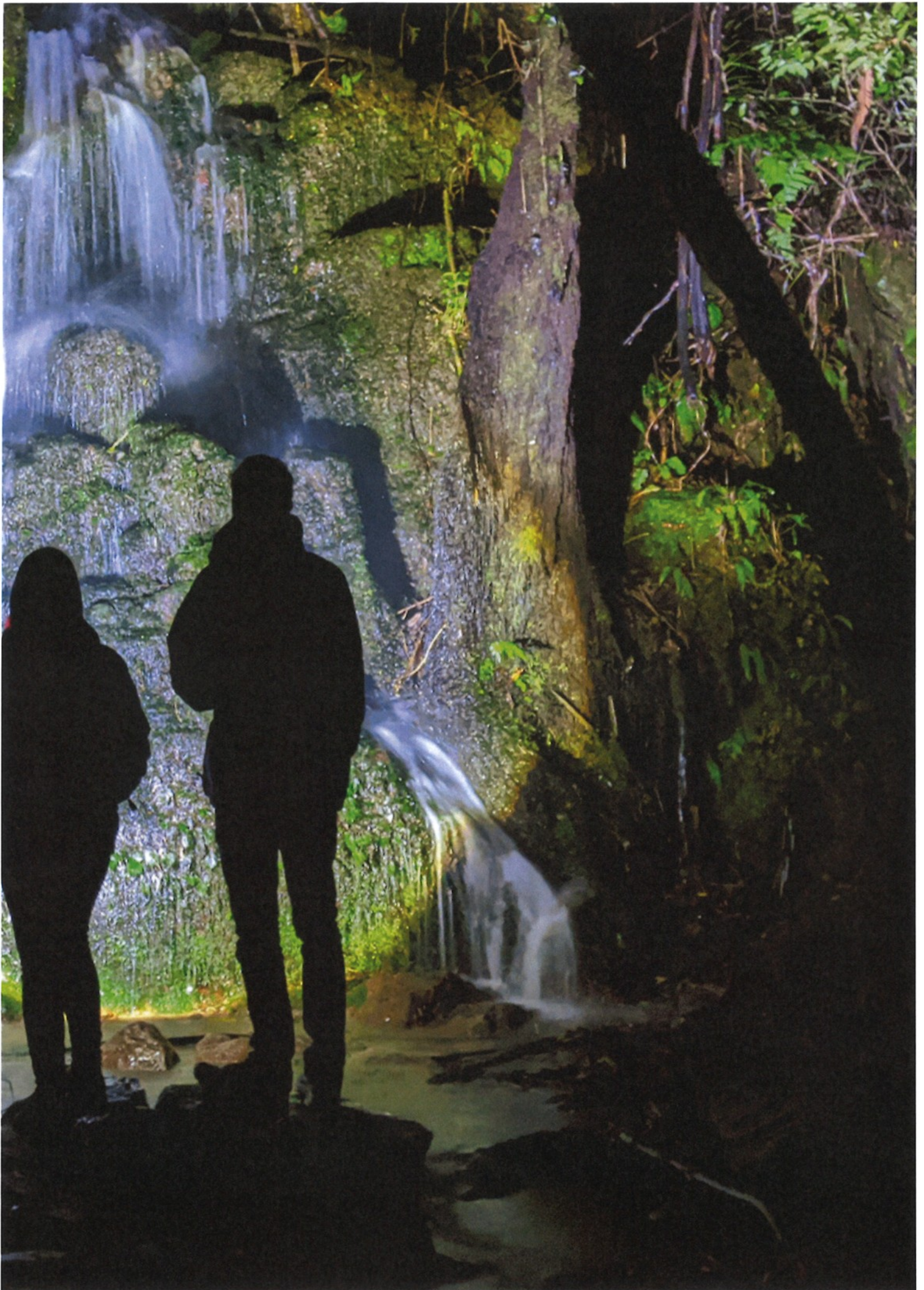
We are committed to building a high performing culture based on our **core values** of being *respectful, helpful, engaging, inspiring, innovative and bicultural*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *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 role.

>> [READ ROTORUA LAKES COUNCIL ANNUAL REPORT SUMMARY](#)

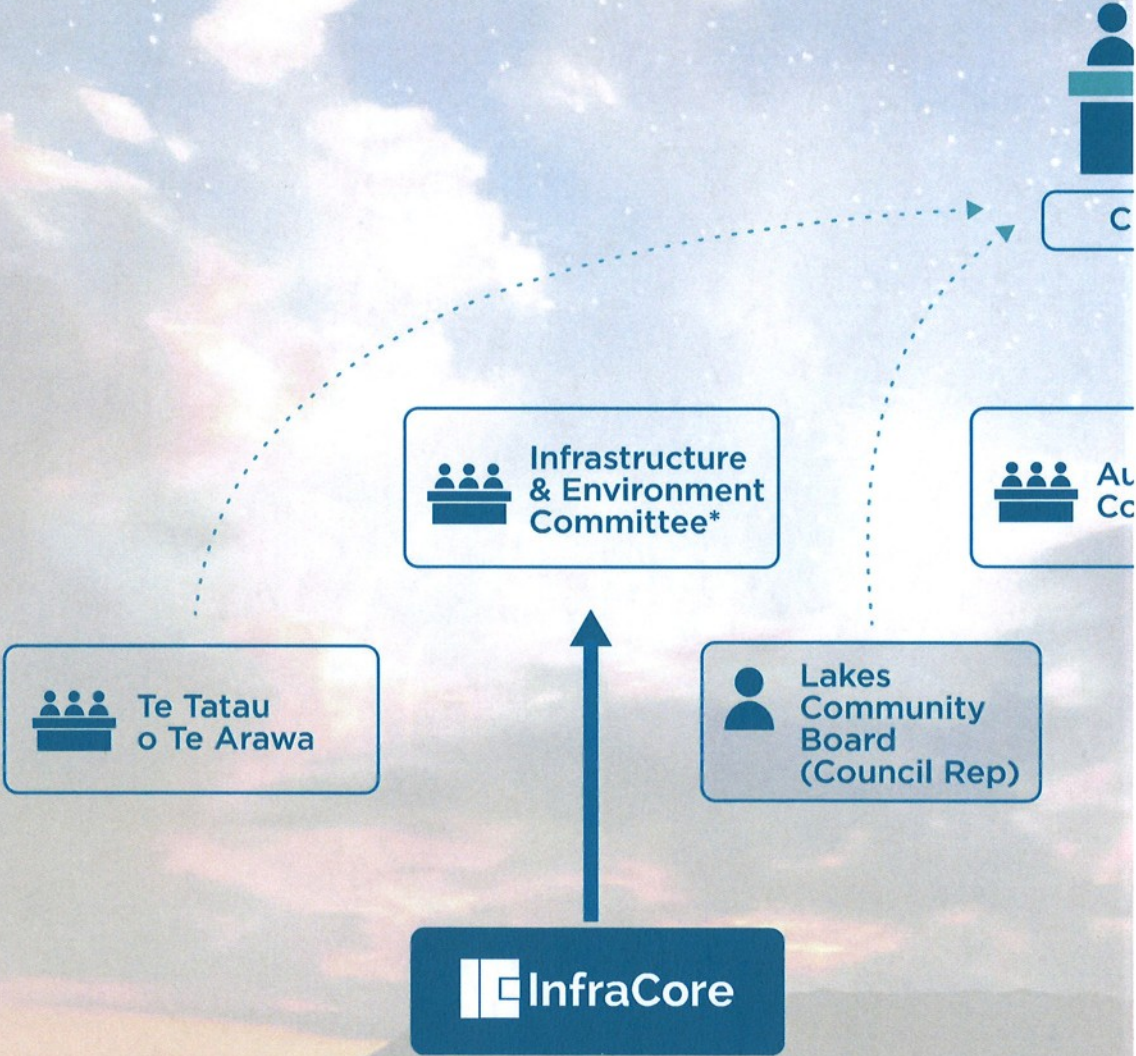
>> [VIEW ROTORUA LAKES COUNCIL LONG TERM PLAN 2021-2031](#)

*The Long Term plan is currently being developed for 2024, and is likely to be changed.



MAYOR AND COUNCIL GOVERNANCE ORGANISATION CHART

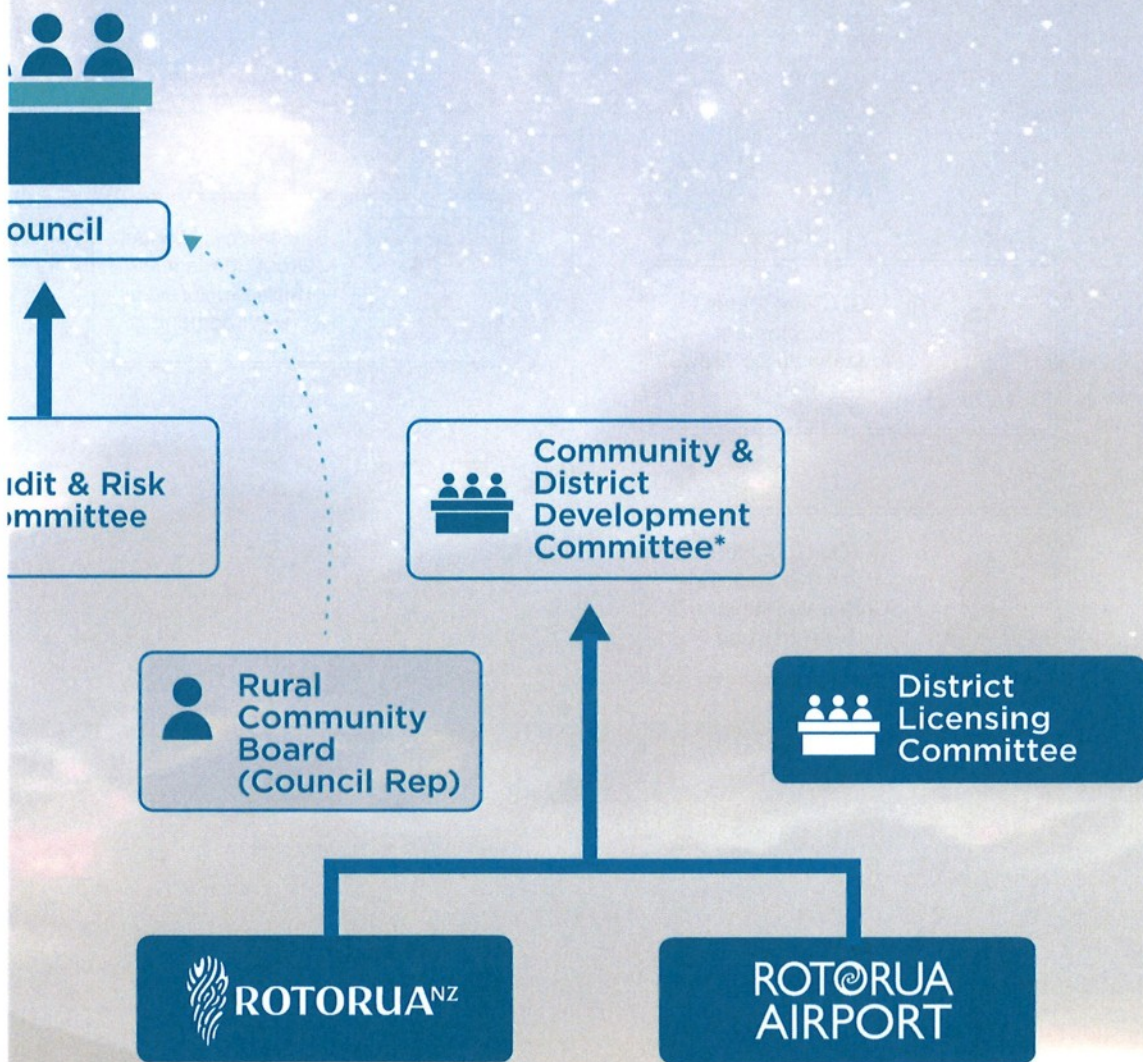
Rotorua Lakes Council



*Committee

>> MORE INFORMATION ON THE MEMBERS
OF THESE COMMITTEES CAN BE FOUND HERE

Governance Structure




ee of the Whole

CEO GROUP ORGANISATION CHART



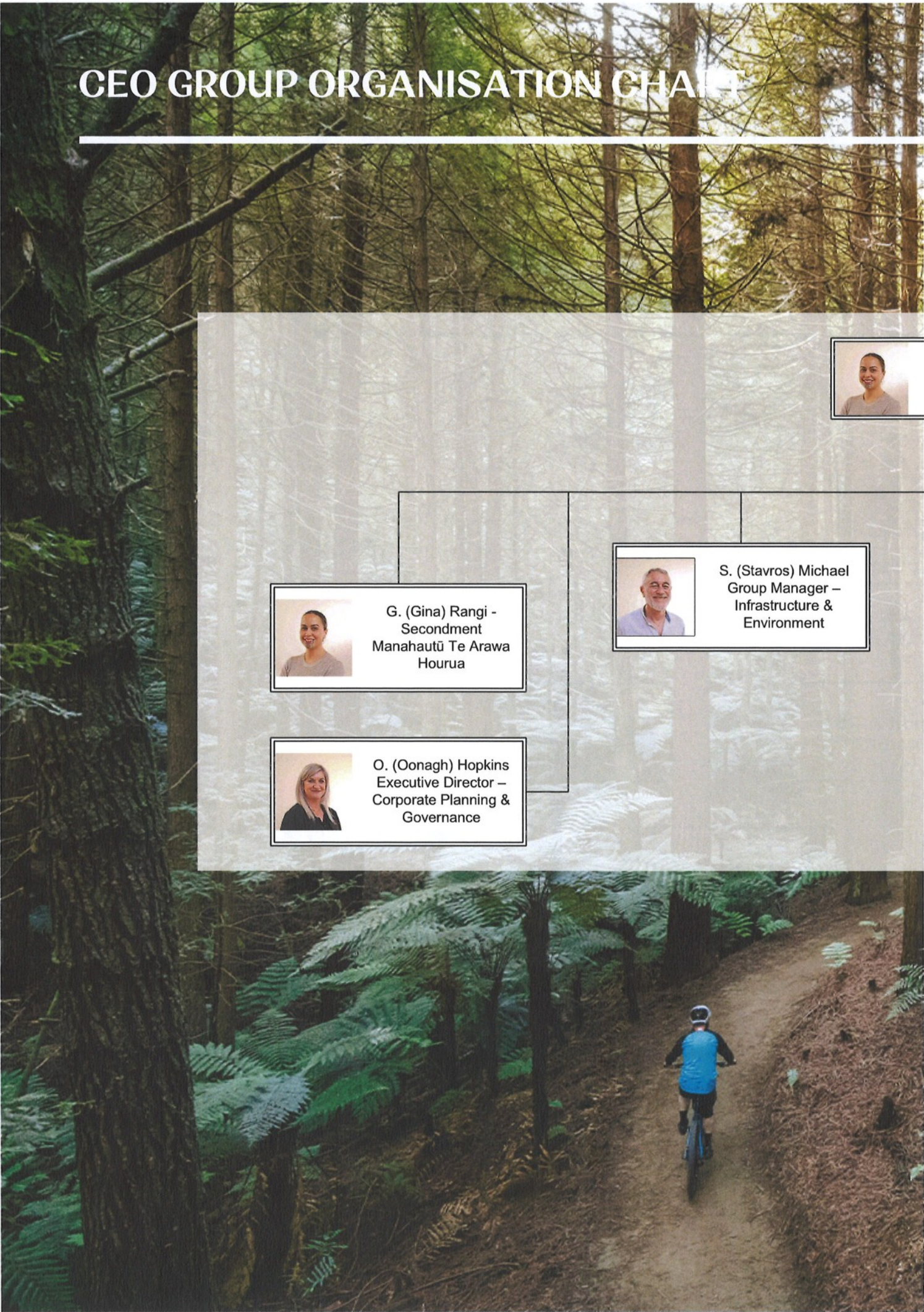
G. (Gina) Rangi -
Secondment
Manahautū Te Arawa
Hourua



S. (Stavros) Michael
Group Manager –
Infrastructure &
Environment



O. (Oonagh) Hopkins
Executive Director –
Corporate Planning &
Governance



>> FOR FURTHER INFORMATION ON OUR COO'S CLICK HERE

G. (Gina) Rangi
Interim Chief Executive
(Seconded)



J.P. (Jean-Paul) Gaston
Group Manager –
Community & District
Development



T. (Thomas) Colle
Group Manager –
Corporate Services



C. (Clint) Brickhill
Director – People &
Organisational
Development

MANAHAUTŪ / CHIEF EXECUTIVE

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 Council's priorities 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 *respectful, helpful, engaging, inspiring, innovative and bicultural*. In addition to our values, there are **core competencies** required of all Council staff, being:

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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.

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.

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

Rotorua Lakes Council

Tūranga Mahi - Position Description

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Manahautū / Chief Executive
RANGATIRA - REPORTS TO:	Mayor & Elected Members of the Rotorua District Council
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>The Local Government Act provides that the Chief Executive is responsible directly to the Council for implementing decisions of the Council; advising members; ensuring all functions, duties and powers are properly performed and exercised, and ensuring the effective, efficient and economic management of the activities of Council.</p> <p>The Chief Executive of the Rotorua District Council is responsible for ensuring the Council's plans, policies and strategies are implemented in the most effective and cost efficient manner. The role is responsible for the overall management of Council business in accordance with Council policy and objectives.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • Number and nature of direct reports: • Group Manager/CFO - Corporate Services • Group Manager, Infrastructure & Environmental Solutions • Group Manager - Community & District Development • Manahautū Māori - Te Arawa Partnerships • Executive Director - Corporate Planning & Governance • Director, People & Organisational Development • Executive of Communications, Mayor's Office • Executive of the Mayor's Office • Executive Support Officers (2) • Budget responsibility: • Income - \$170m • Operational Expenditure - \$134m • Capital Expenditure - \$118M
NGĀ HONONGA MATUA - KEY RELATIONSHIPS	<p>Internal</p> <ul style="list-style-type: none"> • Mayor/Councillors • All Staff <p>External</p> <ul style="list-style-type: none"> • The Public • Te Arawa Iwi • Central Government politicians • Local Government politicians • Professional advisors <p>Committees/Groups</p> <ul style="list-style-type: none"> • Committees of Council • Groups exercising professional, business or community leadership • Strategy and Planning • Provision of Advice and Reporting • Stewardship of Council Resources • Business Management & Continuous Improvement • Managing People • Relationship Management

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ TOHU - FORMAL QUALIFICATIONS:
(Ngā matau ā-wheako rānei - Or experience recognised as equivalent)

Required:

- Strong leadership and management background with a proven track record and experience at a senior executive level
- In-depth and practical understanding of local government legislation and the issues facing local and central government
- Relevant tertiary qualification

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND KEY ATTRIBUTES

Competencies

The Chief Executive's performance is measured by the Chief Executive Performance Review Committee focussed on the following leadership competencies:

- Vision and direction
- Strategic thinking
- Judgement & decision-making
- Effective communication
- Integrity and commitment
- Coaching style
- Leadership & performance
- Relationship with elected members

Key Attributes

- Strategist who takes a pragmatic approach
- Well-developed relationship skills – very good communicator and listener with staff, the public, business and media
- Inspirational leader with a proven ability to develop and motivate a multi-skilled management team, and can nurture talent
- Open to new ideas, opportunities and options
- Ability to forge positive and effective partnerships, relationships and networks with key external stakeholders
- Multi-culturally aware, comfortable in a bi-culture environment and community oriented
- Proven business and financial acumen
- Makes well founded decisions and recommendations
- Politically aware and adaptable
- Led organisational change management



Rotorua Lakes Council

Tūranga Mahi - Position Description

NGĀ UARATANGA - VALUES:

Tatou Tatou - We Together

Kotahi Tatou - One Community - One Team

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

HOW WE DO IT.....

We do this by working in partnership, making it simple and solutions focused

WHAT WE DO.....

We provide quality services for our community and people to prosper

OUR CORE VALUES - PEOPLE FIRST

RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate

HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding

ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive

INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised

INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered

BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

Jobholder is accountable for	Jobholder is successful when
<p>Strategy and Planning</p> <ul style="list-style-type: none"> • Provide, in conjunction with Council, leadership in identifying a strategic direction for Council and developing strategic plans and policies to meet defined and agreed District needs • Promote and implement a co-ordinated approach to planning, that ensures alignment to Council's strategic direction and statutory requirements, including <ul style="list-style-type: none"> - Community Outcomes document - Strategic Plan/LTCCP - Annual Plan and Budget - 10 year Financial Strategy - Funding Policies - District Plan - Asset management plans 	<ul style="list-style-type: none"> • The Mayor and Council's priorities are delivered in line with the Chief Executive's KPI's. • Organisation's vision - translating this into action, providing a clear sense of direction and purpose for the organisation at all levels. • Council's timetable and quality measures for planning processes and documents are met, along with balanced, professional guidance, advice and recommendations from the CE • At least 90% of performance targets documented in the Strategic Plan/LTCCP and Annual Plan are achieved • Risks are managed to enable organisational objectives to be achieved • Staff understand the Strategic and Annual Plans and their part in implementing them • Elected Members are provided with the level of information required to enable them to fulfil their policy implementation, monitoring function and responsibilities.
<p>Provision of Advice and Reporting</p> <ul style="list-style-type: none"> • Advise Council of the implications of plans, discussion documents and policies of other agencies and government bodies, and of proposed legislative changes relevant to the organisation • Advise Council on the legal requirements of the Acts that govern Local Government, in particular the Local Government Act and the Resource Management Act. • Advise Council and undertake action when the Chief Executive deems necessary or as directed on behalf of Council to ensure Council's policies, by-laws, and legislation are enforced in an even, fair and effective way. • Recommend appropriate goals, objectives and strategy for all areas of activity • Ensure Council/Committee meetings are adequately serviced • Ensure that Elected Members are provided with the appropriate guidance, advice and recommendations to enable the development and achievement of community outcomes. 	<ul style="list-style-type: none"> • Reports reflect good consultation practice among Council departments and appropriate external groups when relevant/required • No major surprises for Council, Council gets early advice of specific successes or opportunities/potential failures or threats • Elected Member Performance Feedback indicates effectiveness in this Key Achievement Area • Annual Report, monthly reporting, Chief Executive Officer Quarterly Reports and triennial reports on progress in achieving community outcomes and any reports by exception are provided to Councillors in a timely manner • Elected member requests of individual staff members are attended to in an expeditious manner.

Rotorua Lakes Council

Tūrangā Mahi - Position Description

Jobholder is accountable for	Jobholder is successful when
<p>Stewardship of Council Resources</p> <ul style="list-style-type: none">• Ensure the delivery of strategic programmes as identified in the Strategic Plan• Ensure the prudent management and utilisation of all Council resources, people, capital and expenditure by monitoring effectiveness and achieving agreed goals/returns on investment• Maintain an appropriate organisation structure and environment to ensure operational plans and objectives are met in a timely fashion• Ensure that Council, committees and community boards are appropriately resourced and supported.• Ensure that Council fulfils its statutory obligations.	<ul style="list-style-type: none">• Annual Report prepared. Time frames agreed with Audit NZ and in accordance with statutory requirements and Council policy.• Council, committees and committees are provided on time with correct, well researched and relevant reports and other necessary information on which to make decisions and make policy.• At least 90% of performance targets documented in the Strategic Plan/LTP and Annual Plan are achieved• An unqualified annual financial audit is obtained from the Audit Office• Rating systems reflect the needs of the community.
<p>Business Management & Continuous Improvement</p> <ul style="list-style-type: none">• Initiate and lead the management of change to ensure constant improvement in organisation performance, effectiveness and productivity of resources, and in responsiveness to changing environment, priorities and direction• Ensure that policies, service provision, resource allocation (financial and human resources) and the performance of Council are continually reviewed• Ensure that future demands on the organisation are anticipated and planned for.	<ul style="list-style-type: none">• CEO's contribution fosters a culture which delivers performance, productivity, openness, co-operation, employee trust and satisfaction• On-going review of Council's methods of service delivery• Council is kept informed of service reviews and involved where necessary.



TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

Jobholder is accountable for	Jobholder is successful when
<p>Managing People</p> <ul style="list-style-type: none"> • Fulfil the responsibilities of a good employer by implementing sound recruitment, reward, retention and development policies • Ensure statutory employer responsibilities are met • Ensure Council is adequately resourced, providing a cost effective balance of internal and external resources • Provide leadership to the senior management team and the rest of the organisation by promoting a management style that harnesses the energy, commitment and creativity of staff. 	<ul style="list-style-type: none"> • All positions are filled by suitably qualified and competent staff • An appropriate human resources strategy is developed and implemented • Personnel policies are observed and HR processes implemented on time to standard • Council's employment policies are in accordance with the law and "Good employer" provisions • The people the CEO manages are fairly rewarded for their role and performance, are professional in approach and contribute individually and collectively to the organisation's success • Positive feedback as measured by annual 360 degree feedback (performance management survey)
<p>Relationship Management</p> <ul style="list-style-type: none"> • Develop and maintain strong working relationships with the Mayor, Councillors, community, external organisations, Iwi and the media • Develop effective working relationships, in partnership with elected members, to promote the interests of Council and the district • Ensure an open, transparent and functional relationship between Council spokespeople and target media • Ensure that the reputation of Council is enhanced and that a sound relationship with the district community is developed by maintaining an open policy for community participation and the distribution of information. 	<ul style="list-style-type: none"> • Effective, professional relationship with elected representatives • Minimal negative feedback from the public that is valid regarding the communication style and skills of public facing staff. • Council's relationship with the media is professional and constructive - evidenced by little valid negative feedback • All consultation activities are undertaken by Council in accordance with relevant provisions of the Local Government Act 2002 (e.g. Annual Plan, LTP, Community Outcomes) • CEO participation in community issues relevant to the Council's strategies, objectives and services.

Note

The above key result areas are measured as part of the annual performance planning and review process Council conducts with the Chief Executive. The precise performance measures for each key result area are incorporated in that process.

The Chief Executive Performance Review Committee involves all Councillors and the reviews consist of one interim and one annual review to ensure the delivery of agreed KPI's.





APPROXIMATE TIMELINE

6 October - 3 November 2023	Search and Advertising - Applications close 3 November 2023 @ 5.30pm During this period, a Sheffield Search Consultant may contact candidates to discuss their application, explore motivations for applying and assess suitability and fit with the key competencies for the role. All applications received will be acknowledged via email.
10 November - 17 November 2023	Longlist Interviews with Sheffield Search Neil Munro, Associate Director, Sheffield Search will conduct behavioural-based interviews with those candidates selected for progression ('virtually' or in person).
w/c 4 December 2023	Rotorua Lakes Council Shortlist Interviews Interviews to be conducted in person if possible.
TBC	Final Interviews, Due Diligence, Decision/Offer Interviews to be conducted onsite and in person if possible. Reference checking and probity checking completed.
Start Date	Commencement date to be agreed between appointee and Rotorua Lakes Council.

HOW TO APPLY

Candidates can apply, in strict confidence, online at sheffield.co.nz/Job-Search
To apply by email, please attached your cover letter and CV and send to cvakl@sheffield.co.nz quoting 8634.

Applications close on 3 November 2023 @ 5.30pm. Emails will be electronically acknowledged, and further correspondence may be by email. For more information, please phone Neil Munro +64 22 694 9620 or Rebecca Jamieson +64 21 983 176.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: **Candidate Handbook**.



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ROTORUA LAKES
COUNCIL