

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

POSITION DETAILS

REPORTS TO	Chief Executive
GROUP	Community Infrastructure
PEOPLE MANAGEMENT	4 Direct and 28 Indirect
FINANCIAL DELEGATIONS	Refer to Internal Delegations Register

VISION OF HOROWHENUA DISTRICT COUNCIL

To embody a spirit of service and a spirit of excellence, focused on continuous improvement and a mission to deliver great outcomes to our community.

PURPOSE OF POSITION

The purpose of the Community Infrastructure Group is to provide operations and services for 3 Waters, Roading and Solid Waste infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

As a member of the Executive Leadership Team, this role has responsibility for the people, priorities and objectives of the functions that sit in the Community Infrastructure Group. The most important job is to be the champion of leadership, culture and engagement across the Infrastructure group as well as the wider organisation.

KEY ACCOUNTABILITIES

AREA	EXPECTED OUTCOMES
Strategic Leadership	<p>As a member of the Executive Leadership Team, this role will have responsibility for the people, priorities and objectives of the functions within the Community Infrastructure Group. Your most important job will be to be the champion for leadership, culture and engagement across not only this group but the organisation as a whole.</p> <p>Coach and develop the capability of individuals within the group, ensuring all staff understand the purpose of their role and their contribution.</p> <p>Work alongside the other General Manager positions for the betterment of the whole organisation, so that each group can thrive.</p> <p>Champion Community Engagement at all levels of the organisation</p> <p>Assist the CEO with organisation leadership activities as and when directed to ensure exceptional and consistent leadership throughout the Horowhenua District Council Staff Management</p> <p>Act as a change agent to encourage staff to deliver on a culture of excellence through a spirit of service, and continuous improvement, supporting the organisation to love their work #arohatomahi</p> <p>Deliver on the principle of First Team, supporting your fellow leaders and empowering and inspiring the development of leadership across the organisation.</p>

Delivery of the Council's Capital Projects	<p>Lead the delivery of Infrastructure of the Strategic Capital Projects plan against Councils stated Objectives reflected in the Long Term Plan 2021 – 2031.</p> <p>Lead the development of a long term vision for the Community Infrastructure Group to meet community needs and expectations taking in to account current and future infrastructure demands.</p>
Lead Infrastructure Strategy and Asset Management	<p>Lead and direct the development and maintenance of robust Asset Management Plans for the 3 Water, Roading and Solid Waste functions.</p> <p>Leading the development of the Infrastructure Strategy which ensures the Asset Management Plans are reflected in the Long Term Plan 2021 – 2031.</p>
Develop key partnerships	<p>Actively seek out and build partnerships with government agencies, iwi, developers, senior management and community.</p> <p>Actively contribute in Council, Committee and Community Board meetings and provide high level advice and leadership to Elected members, Councillors and Mayor.</p> <p>Contribute to effective and trusted partnerships with Hapu, Iwi, Marae</p>
Deliver business cases that demonstrate commercially beneficial outcomes to Council	<p>Preparation of partnership agreements, presentations and briefing papers.</p> <p>Provision of robust financial modelling and analysis to value projects and terms.</p> <p>Completion of comprehensive non-financial due diligence, including assessments of operating risk.</p> <p>Provision and delivery of impactful presentations and information to key stakeholders and partners.</p> <p>Participation in contract construction and negotiation.</p> <p>Evidence in all analysis that reflects the multiple bottom-line considerations to which HDC is committed.</p> <p>Support for an ELT and elected member group that is comprehensively informed on the activities of this portfolio.</p>
Lead Horowhenua Alliance Programme	<p>Provide leadership to the Alliance programme, ensuring our Level of Service and compliance requirements for the three waters activity are met.</p> <p>Lead the development of a programme of continuous improvement and the expansion of Alliances scope to include capital works delivery.</p>
Strategic Leadership Group	<p>As a proactive ELT member of the Strategic Leadership Group, help to coach and guide other members to develop and grow so that this group can deliver exception outcomes.</p> <p>Contribute to the success of the Strategic Leadership Group through a focus on Organisation Culture and Engagement.</p>
Legal and Policy Advice	<p>Work closely with relevant internal and external stakeholders to ensure that Council's Planning and Governance Policies are current, meet Council's needs and manage potential risks in line with legal best practice.</p> <p>Ensure that legislation changes affecting Council activities are monitored and an appropriate organisational response.</p> <p>The establishment of functional relationships with relevant legal, audit, compliance and quality assurance experts, both within and outside HDC.</p> <p>Full audit compliance on Unit activity.</p>
Council, Committee and Board Engagement	<p>Actively contribute in Council, Committee and Community Board meetings and provide high level advice and leadership to Elected members, Councillors and Mayor.</p>

Occupational Health Safety and <u>Well-being</u>	<p>Champion a culture of health, safety and wellbeing by proactively modelling behaviours that support the policies and legislative requirements of the Council. Hold others to account to ensure they do the same.</p> <p>Ensure the CE is briefed on serious or significant Health and Safety incidents; immediately in the event of a major incident.</p>
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ALIGNMENT TO HOROWHENUA BLUEPRINT

Blueprint Action 1: Enable more affordable housing choices

Blueprint Action 3: Unlock land supply for development

Blueprint Action 4: Provide three waters infrastructure delivery

Blueprint Action 5: Support and Enable Iwi Aspirations

Blueprint Action 10: Keep the District Moving

Blueprint Action 11: Support our communities and centres

Blueprint Action 12: Work in Partnership with our community to achieve locally owned vision and goals.

SKILLS, KNOWLEDGE & EXPERIENCE

Proven skills as an exceptional leader and a high level of professionalism

Bachelor's degree in business, engineering or related field.

Proven Experience at a senior management level in central or local government

Strong communication skills, high energy and engaging

Ability to manage complex projects and multi-task.

Knowledge of the Horowhenua region

Proven evidence delivering and exceeding goals

Knowledge of local government procedures, protocol and policies

An advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction