Te Tūranga Mahi

Job Description

|  |  |
| --- | --- |
| Job title | Chief Executive |
| Group | Chief Executive |
| Responsible to | Chair, Deputy Chair and Councillors |
| Responsibility for all staff, specifically Direct Reports | General Manager x 6, Executive Assistant to the Chief Executive |
| Date | November 2024 |

# Te ito o te tūranga Job purpose

The Chief Executive of Toi Moana Bay of Plenty Regional Council (BOPRC) is a pivotal leadership role, steering the organisation to deliver the Strategic Direction set by Council. The Chief Executive is a visionary leader with an understanding of Local Government operations and the unique challenges and opportunities within the Bay of Plenty Region. The Chief Executive is committed to Toi Moana’s vision of thriving together through the delivery of strong community focused outcomes.

As the principal advisor to the elected Council, the Chief Executive will ensure the delivery of high-quality services that align with the Council's long-term plans and legislative requirements. The Chief Executive leads the Council’s employees, building an organisation of dedicated professionals to achieve excellence in serving the community's diverse needs through high performing, efficient and effective delivery.

The Chief Executive holds Directorship roles on strategically significant boards, such as Quayside Holdings, representing Council’s interests and providing advice to Council’s governance on significant large scale strategic matters.

The Chief Executive holds key strategic relationships and a deep understanding of the Bay of Plenty fostering collaborative relationships with iwi, other agencies, and community groups.

The Chief Executive is the Council's sole direct employee and is responsible to the Council for the efficient and effective management and operation of all the Regional Council's functions and activities in accordance with statutory requirements and responsibilities and Council strategies and policies. The broad purpose and responsibilities are described in the Local Government Act 2002, Part 4 Section 42.

# Tō mātou whare Our organisation

|  |  |
| --- | --- |
| About us | Toi Moana Bay of Plenty Regional Council’s work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations. |
| Te pae tawhiti  Our vision | Ka eke panuku, ka eke ngātahi Te Moana a Toi – mō te taiao, mō ngā tāngata.  Bay of Plenty thriving together – mō te taiao, mō ngā tangata. |
| Te Whāinga  Our mission | E tū ai, e wana ai te rohe o Te Moana a Toi, he manawaroa, he ora, he mauri tū roa  To create and enhance a resilient, healthy and sustainable Bay of Plenty region |
| Ō mātou mātāpono  Our values | Whakapono; Ngākau Pono; Hautoa; Manaakitanga; Kotahitanga; Whanaungatanga.  Trust; Integrity; Courage; Showing care and respect; Working together as one; Forming and maintaining relationships and strengthening ties with communities. |
| Our leadership model | Te Pae Rangatira means ‘The Model of Leadership’. In Māori, it is said a Rangatira (Leader) is one who can raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (see attached). |
| Ō tātou whāinga ā-hapori  Our community outcomes | He taiao ora; He hapori mata-hi awatea; Ngā hapori e honoa ana, e  whakamanatia ana hoki; He whanaketanga mauri tū roa; Te Ara Poutama.  A healthy environment; Future ready communities; Connected and enabled communities; Sustainable development; The pursuit of excellence. |
| Partnerships with Māori and Treaty of Waitangi | The Treaty principles and the partnership upon which it is founded are an established part of our local government framework under section 4 of the Local Government Act. |

Ngā honohononga Functional relationships

|  |  |  |
| --- | --- | --- |
| **External** | **Purpose and frequency of contact** | |
| * Residents and rate payers; and members of the public. | * To actively promote a positive standard of community interaction and engagement. | Regularly |
| * Iwi and Hapu. | * To actively promote a positive standard of Māori interaction and engagement. | Regularly |
| * Government Ministers and Agencies. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Chief Executives from other regional councils in NZ and Te Uru Kahika. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Chief Executives from BOP territorial authorities. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Other local authorities. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Quayside and BOPLASS Directors and CEO. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Business and Economic leaders and Professional groups. | * To consult, form collaborative partnerships and maintain networks. | Regularly |
| * Local / National Media. | * To inform and maintain networks. | Occasionally |

|  |  |  |
| --- | --- | --- |
| **Internal** | **Purpose and frequency of contact** | |
| * Chair, Deputy Chair, Councillors, Committee Members. | * To consult, support and work collaboratively with. | Regularly |
| * Leadership Team. | * To lead, consult, support and work collaboratively with. | Regularly |
| * Managers and staff at all levels of Council. | * To lead, consult, support and work collaboratively with. | Regularly |

# Ngā wāhanga matua Key result areas

The job encompasses the following major functions or key result areas:

1. Strategic Leadership
2. Operations/Service Delivery
3. Statutory / Regulatory
4. Financial Management and Commercial Acumen
5. Risk Management
6. People Leadership
7. Relationship with Council and Political Acumen
8. Directorships
9. Strategic Relationship Management

**Ngā tūmahi matua** Key accountabilities

The requirements in the above key result areas are broadly identified below:

| Key Accountabilities  (jobholder is responsible for) | | Key Accountability Measures  (jobholder is successful when) |
| --- | --- | --- |
| 1. **Strategic Leadership** | |  |
| * Provide sound strategic and policy advice to Councillors to enable good decision making. * Identify and progress key issues for the region, based on robust evidence, within a strategic and collaborative framework. * Maintain a long-term vision for the Council through the robust development of the Long-Term Plan and other accountability documents in accordance with Council's direction. * Ensure Council's policies and plans are prioritised and implemented and regularly reviewed for relevancy and robustness. * Proactively inform Council with strategic insights, assessments and advice on emerging trends and initiatives, opportunities, and threats in a clear and concise way. * Proactively evolve the organisation as required to ensure the organisation is fit for the future. * Display leadership and strong representation of Council's interests at regional and national levels. * Consider the best configuration for regional local governance from ratepayers, customers, partners and stakeholders’ interests and advise Council accordingly. | | * Long terms strategic plans are in place in line with legislated time frames. * Organisational priorities and plans align to the strategic plan with demonstrable delivery to defined goals. * Community feedback on consultation positively reflects meaningful participation and user-friendly engagement processes. * Council is aware of and prepared for changes that impact its vision and mission. * Change management approaches ensure the organisation is fit to deliver services into the future. * Council’s interests, involvement and leadership at the regional and national levels is well represented. |
| 1. **Operations/Service Delivery** | |  |
| * Provide effective and efficient leadership in quality service delivery across the organisation in a timely, cost effective and customer friendly manner. * Ensure the organisation has the people, technical and systems capability required to effectively deliver planned and required services. * Ensure the organisation maintains a leading edge as a key influencer through continuous improvement and innovation. * Develop organisational strategies which includes strategies for delivering services efficiently and effectively. * Ensure all parts of the organisation are customer­ focused and appropriate policies, systems and processes are in place to drive service delivery improvements and cost effectiveness. * Build a strong, talented, and committed leadership team to enable capacity to deliver the Council's strategies and plans. | * Delivery to expected service levels is maintained within budget parameters. * Accountabilities are effectively delegated to executive leaders for delivery of services within their areas of responsibility. * Customer feedback indicates positive perception of BOPRC service provision including value for money. * BOPRC has the people, technical and systems capability required to effectively deliver planned and required services. * Organisational strategies are developed which deliver the required services in the most efficient and effective manner. * Chief Executive’s annual Key Performance Indicators, as set by Council, are fully delivered. * The Leadership Team collectively and cohesively leads the organisation to deliver Council’s strategies and plans. under the Chief Executive’s guidance. | |
| 1. **Statutory/ Regulatory Requirements** | |  |
| **Principal Administrative Officer**   * As the Principal Administrative Officer of the Bay of Plenty Regional Council under the Local Government Act and any other statutes and regulations, the Chief Executive is accountable for the performance of all management and administrative functions of the Council and its statutory compliance. * Ensure governance administrative processes are in accordance with appropriate policies and statutory requirements. * Ensure the Council's responsibilities for asset care, infrastructure; development and maintenance are in accordance with best practice. * Provide appropriate, innovative, cost-effective advice to Council for procurement and provision of infrastructure best practice. * Recognise individual responsibility for Workplace Health, Safety and Wellbeing under the Health and Safety at Work Act 2015. * Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. * Meet Bay of Plenty Regional Council’s statutory responsibilities for civil defence and emergency management (CDEM). * Meet statutory responsibilities detailed in the Local Elections Act 2001. * Demonstrate an understanding of the Treaty of Waitangi principles and application to Toi Moana. | | * Bay of Plenty Regional Council is compliant with all statutes, regulations and bylaws. * Council decisions are made in accordance with the requirements of Part 7 of the Local Government Act and implemented in line with Council resolutions. * Council’s assets are managed in accordance with best practice. * Procurement and infrastructure provision are in line with best practice. * BOPRC has a safe and healthy workplace environment that supports wellbeing and safety and complies with appropriate standards, good practice and legislation. * Council records are created and maintained in information systems, meeting specified information management standards. * Statutory responsibilities are completed, meeting specified standards and within agreed timeframes. * Participation in wellness programmes, such as training and health monitoring. * Participation in CDEM training and assist with civil defence emergencies, as part of BOPRC’s responsibilities. * Treaty of Waitangi principles are known and demonstrated. |
| 1. **Financial Management and Commercial Acumen** | |  |
| * Accountable for the delivery of strong, robust, and transparent financial and risk management performance and financial care and responsibility is always exercised. * Council is kept informed on financial or risk issues on a no surprises principle. * Ensure projected and approved expenditure and revenue is achieved in accordance with Council requirements. * Ensure Investment Management delivers the best returns for Council in accordance with its strategic and policy requirements. * Ensure that the organisation's financial planning and monitoring policies and systems are compliant, and reporting provides accurate, appropriate, and timely information. * Provide Council with high quality financial policy advice. * Long- and short-term financial planning and forecasting is current, inappropriate trends are identified and action taken, and the Council is kept informed. * Applies efficient, productive and profitable use of resources in an entrepreneurial way. * Ensure the organisation is run in a commercial manner. | | * + BOP Regional Council operates within agreed financial levels with accurate and timely reporting and forecasting available to council to enable visibility and assessment of financial performance.   + There are no surprises on financial or risk issues. * Council is kept informed on the organisation’s financial performance against plans and expectations with exceptions quickly identified and reported.   + Appropriate controls and management systems are established to ensure expenditure decisions are prudent, necessary, planned, and efficient.   + Innovative use of resources results in efficiencies, productivity, and profitability.   + Commercial business practices are applied where appropriate within a public sector context. |
| 1. **Risk Management** | |  |
| * Ensure high quality risk management policies and practices are in place and appropriate action is taken to minimise risk. * Provide strategic leadership of significant and/or high risk matters on behalf of Council.   Ensure potential financial, technical, legal and people risks are regularly evaluated and reported on. | | * Significant high risk matters are managed appropriately in accordance with Council direction.   + Risk management plans are in place for significant risk areas, risks are regularly reviewed, and plans updated based on accrued learning. |
| 1. **People Leadership** | |  |
| * Fulfil the statutory responsibilities of a good employer and deliver an environment of trust, integrity, and openness through the implementation of human resource strategies and legislative compliance. * Build a positive, collaborative internal culture aligned to Council's values that encourages high performance. * Build a strong culture of quality service delivery, engagement and communication with customers, key stakeholders, and the community. * Build and maintain a cohesive and effective executive leadership team that role models great leadership and demonstrates energy and commitment to the delivery of the strategic and operational goals. * Cultivate an inclusive workplace culture that reflects Councils values and community diversity.   + Ensure the organisation has the structure, resources and skills required to efficiently deliver the Council strategies, plans and policies. * Oversee the performance of the organisation, ensuring objectives are met efficiently and effectively. * Provide supportive leadership, motivating and directing employees as they work. * Develop and enhance the capability, skills and performance of individuals and the Leadership team along with a planned succession pipeline for Leadership Team positions. * Maintain professional development. | | * Employee statutory obligations are managed well. * Employee turnover is within acceptable level. * Appropriately skilled employees are on the job. * Employees are professional in approach and can contribute individually and collectively to the organisation’s success. * BOPRC attracts and retains skilled, able and motivated employees who demonstrate a strong quality customer service culture. * Employee engagement levels are consistent with a high performing organisation. * The performance review process is carried out on time with all employees. * Staff training and development programmes are provided and aligned to organisational needs. * The performance and wellbeing of reporting staff is monitored regularly, with difficulties identified and remedial actions agreed to. * Succession Planning for and Leadership Team roles is actively managed and reported. * Appropriate training and development are undertaken as agreed through the Annual Performance and Development Agreement. |
| 1. **Relationship with Council and Political Acumen** | |  |
| * Navigate the political environment within which Council operates. * Ensure the Councillors are provided with the professional advice, support and information that enables them to carry out their roles efficiently and effectively, * Develop and maintain a robust governance framework conducive to high quality decision-making. * Ensure advice, reporting and recommendations to the Council are based on robust analysis and best practice. * Ensure Councillors are kept aware of significant issues affecting Council and their operating environment on a no surprises principle and are involved where necessary and appropriate. * Maintain a close professional working relationship based on regular, open, and clear communication with the Chair, Deputy Chair and Councillors. * Build trust and confidence in the relationship with Council by maintaining awareness of the challenges in working in a political environment. * Provide appropriate and regular reporting on organisational performance towards strategic objectives. | | * Political nuance is understood and navigated well on behalf of Council. * Council is informed on relevant topics and receive the support, reporting and advisory services necessary for them to efficiently carry out their roles. * Council is not caught unawares by unexpected issues, developments, or events. * The relationship with the Chair and Deputy and Councillors is open, respectful and demonstrates a high level of trust. |
| 1. **Directorships** | |  |
| * Participate as a Director for Bay of Plenty Local Area Services (BoPLass), and other organisations as required as Council’s Chief Executive. * Participate as an active member of Te Uru Kahika – Regional and Unitary Councils Aotearoa. * Perform the role of Director of Quayside Holdings Limited, Council’s Investment arm. | | * Responsibilities of Directorships and board roles and memberships are carried out responsibly and with integrity. * Communication between Council and Quayside Holdings Limited is effective. |
| 1. **Strategic Relationships Management** | |  |
| * Identify, develop, and sustain effective strategic and collaborative relationships with stakeholders at the regional and national level. * Display leadership and strong representation of Council's interests at regional and national levels. * Maintain positive and collaborative relationships with iwi and hapu within the region and ensure Council's obligations to Māori are delivered in accordance with relevant legislation. * Establish and maintain close working relationships with internal and external networks including project sponsors, Chief Executives and senior managers. * Ensure that the relationship between the Council and its key stakeholders are positive and constructive. * Represent Council at appropriate conferences, seminars and other events. | | * Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. * Readily builds credibility and is highly skilled at effective relationship building based on open and trusting relationships. * BOP regional interests are advocated for with central government and recognised in government priorities. * Positive and effective relationships are maintained with Iwi represented in the region and all legislated obligations with Iwi are met. * Professional image is conveyed in public forums. |

**Ngā āheinga rawa** Delegations

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the Chief Executive’s Delegations Manual.

Capital delegation: $500,000

Statutory delegations: Chief Executive

Management delegations: Chief Executive

**Ngā wāteatanga** Freedom to act

* Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures.
* Delegations as provided by the Council.
* Long Term and Annual Plans.
* Regulations and relevant Local Government Acts.

**Ngā āhuatanga mahi** Work complexity

Most challenging duties typically undertaken:

* Working in an uncertain and sensitive political environment.
* Dealing with conflict and different perspectives.
* Contributing to the development of strategies that protect the organisation.
* Challenging decision makers on all areas related to organisational challenges and priorities.
* Regularly engaging in high level organisational problem solving and decision making.
* Regularly presenting complex and comprehensive information to key stakeholders to gain agreement, buy-in, and direction.
* Dealing with multiple stakeholders with diverse, and sometimes, competitive needs while maintaining an impartial and strategic focus.
* Maintain a high level of technical knowledge within specialist areas, including local government legislation, resource management legislation, economic issues, planning conditions and cycles, economic trends, and environmental requirements and initiatives.
* Director of Quayside Holdings.
* Director of Bay of Plenty Local Area Services (BoPLass).
* Director of Regional sector Shared Services CCO.
* Board Member of Priority One Economic Development Agency.

**Ngā āhuatanga o te tangata** Person specification

|  |  |
| --- | --- |
| **Minimum academic qualifications required:** | |
| **Essential** | **Desirable** (for recruitment purposes only) |
| * A relevant tertiary qualification at Bachelor level. * [[1]](#footnote-1) | * Related post graduate qualification. * Management training. |

|  |  |
| --- | --- |
| **Knowledge / Experience (indicate years of experience required as appropriate)** | |
| **Essential** | **Desirable** (for recruitment purposes only) |
| * Successful experience as a Chief Executive or second tier executive in a diverse, mid to large-sized organisation. * Leadership and participation in policy development, strategic planning and execution, organisation wide. * Able to formulate strategies, take a broad based view on issues and can incorporate “big picture” thinking and perceive the longer term impact or implications. * Deep general management skills including people leadership, business acumen and financial management. * Political awareness and skill in dealing with diverse, sensitive and confidential issues (including bi-cultural/multi-cultural sensitivity). * Deep practical understanding of asset management, asset care and infrastructure. * Ability to manage and deliver exceptional results in an environment that could be high pressure and rapidly changing. * Success in implementing and managing high performing and positive cultural change. * Recent relevant expertise in innovation, and environmental and climate related issues. * Success in building and managing relationships in a complex, multiple stakeholder environment. * Strong people leadership and exposure to managing highly qualified, professional people. * Experience in community involvement. | * Experienced at leading a full range of technical and investment activities in a company or business or has relevant policy and operations experience with a local authority, with a clear understanding of issues confronting local authorities. * Experience in working with Board of Directors or Councillors and providing them with professional, accurate and strategic advice. * Experience dealing with the media. * Experience gained in a Local or Central Government organisation. |

**Ngā taumata tāera** Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

|  |  |
| --- | --- |
| Advanced Knowledge | * Working within the political environment of local and central government * Planning and organisation skills. * Critical analysis skills. * People management skills. * Relationship management and interpersonal skills. * Persuasion and influencing skills. * Extensive professional and technical knowledge of public sector practices, processes, legislation and disciplines including planning analysis, and information systems. * New Zealand legislation relating to all aspects of local government. * Ability to apply knowledge to enhance current systems, quality and results. |
| Working Knowledge | * Ability to manage large volumes of functional work within tight deadlines. * Ability to make sense of complex, high quality, and sometimes contradictory information to effectively solve problems. * Customer service requirements and practices. * Well-developed staff management ability and ability to manage resources and demands at a senior level. * A project and time management approach. * Highly developed negotiation skills. * Financial and budget preparation methodologies and systems. * Administration and clerical procedures. * Safe work practices. * Treaty of Waitangi and partnerships with Māori. * IT literacy. |
| Awareness | * Community, cultural and political awareness. * Awareness of Te Ao Māori. |

**Ngā tuakiritanga o te tangata** Personal attributes and behaviours

* Sound judgement and decision making – makes good decisions.
* Achievement and outcome oriented – sets high standards for self and others.
* Prepared to challenge the status quo – displays initiative and innovative thinking.
* High level of self-awareness and motivation to achieve – self-starter and manager.
* Collaborative and collegial working style – works toward a shared vision and goals.
* Accepts collective decision making and accountability for team decisions.
* High level of personal resilience and emotional intelligence – can take and deal with the knocks.
* Courteous and professional – displays unquestioned integrity and trust.
* Cultural empathy and awareness – particularly towards Māori.
* Ability to cope with change.
* Ability to work well in a team and independently.

**Ngā whāinga kē atu** Other requirements

* Required to work outside normal hours.
* Required to travel outside the Bay of Plenty Region.

**Te panonitanga o te tūranga mahi** Change to job description

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including portfolio allocation, technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

**Approved:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bay of Plenty Regional Council Chair

Date

**Discussed with job holder:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Te Pae Rangatira

Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means ‘The Model of Leadership’.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.

Chart, sunburst chart

Description automatically generated

He aha te rangatira? Who is a leader at Toi Moana?

**Everyone at Toi Moana has the opportunity to display leadership qualities.**

Whether you’re in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.

Ngā Pou Whirinaki The Pillars of Guidance

Graphical user interface, text

Description automatically generated

1. *Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver’s Licence may be waived if applicant has a driving-related disability.* [↑](#footnote-ref-1)