

Position Description

Position Title:	Chief Executive
Reports To:	Mayor
Team:	Executive
Employment Type	Full Time, Fixed Term
Date Modified:	December 2024

Position Purpose

The Chief Executive is responsible to the Council for the effective provision of services that are defined by statute, or determined by the Council, as appropriate for the community that it services.

Together, the Chief Executive and the Council will ensure the district continues to enhance its reputation for providing a quality lifestyle with strong social and economic growth for our current residents and the future generations.

The Chief Executive will lead and coordinate the development of the Council's strategies and goals as set in the current Long Term Plan (LTP). Through the leadership of staff, the Chief Executive is responsible for the implementation of the Council's plans and policies. This requires strong internal and external relationships including government departments, non-government agencies, and other local authorities and community groups.

The Chief Executive will frequently advise and keep elected members informed of progress against the goals set within Council plans and of any material problems or variances.

Council Overview

The Council consists of a Mayor and 9 councillors, and a Community Board in Methven.

Ashburton District Council provides a comprehensive range of services and facilities for both residents of the district and for visitors. The provision of services and facilities is managed in-house, with contractors undertaking the provision of food safety, animal control, waste and recycling collection, water and wastewater utility services, road construction and maintenance. Currently the organisation has 310 employees (headcount).

Ashburton Contracting Limited (ACL) is a council-controlled trading organisation which has an approximate turnover of \$40-50 million and 160 employees (headcount). The Council provides oversight of the performance of the company through the appointment of Directors and a Statement of Intent.

<i>Financial Statistics</i>	2024/25 (million)	2025/26 (million)	2026/27 (million)	2027/28 (million)	2029/30 (million)
Operating Cost	91.2	94.6	100.8	105.1	109.7
Operating Revenue	103.3	164.9	179.4	117.6	121.7
Total Assets	1,205.60	1,290.40	1,370.50	1,460.70	1,472.10
Capital Expenditure	43.8	100.1	97.6	42.3	31.3
Debt	169.3	181.2	182	192.4	191.9

District Overview

The Ashburton District Council provides services and support to a growing community. Covering an area of over 6,190km² and with a population of over 36,800 the district currently has 16,102 rateable properties with a total capital value over \$20 billion.

Over half our residents (approximately 20,800) live in the Ashburton urban area, with around 3,600 living in the smaller towns of Methven and Rakaia and smaller villages, with 16,200 in rural areas across the district.

The district economy is primarily driven by a productive, efficient and innovative agri-business sector and the support sectors servicing agricultural production and processing.

Ashburton District boasts enviable community facilities for a district our size. Council owns and operates Te Whare Whakatere (Ashburton Library & Civic Centre) that opened in early 2024, a modern Art Gallery and Museum and EA Networks Centre, a large indoor aquatic centre, sports stadium and gym. Council contributes funding and oversees the operations of the following partners that provide services or facilities to the community on behalf of Council: Safer Mid Canterbury, Sport Canterbury & Ashburton Event Centre.

The district's attractions such as skiing at Mount Hutt, boating and fishing on our rivers and lakes, cycling and tramping and enjoying the scenery of the foothills and alps mean visitors and residents alike have the opportunity to enjoy what is on offer.

Our Vision, Purpose & Values

Our Vision

Ashburton – the district of choice for lifestyle and opportunity

Hakatere: te rohe ka whiria mō te āhua noho, me te hapori

Our Purpose

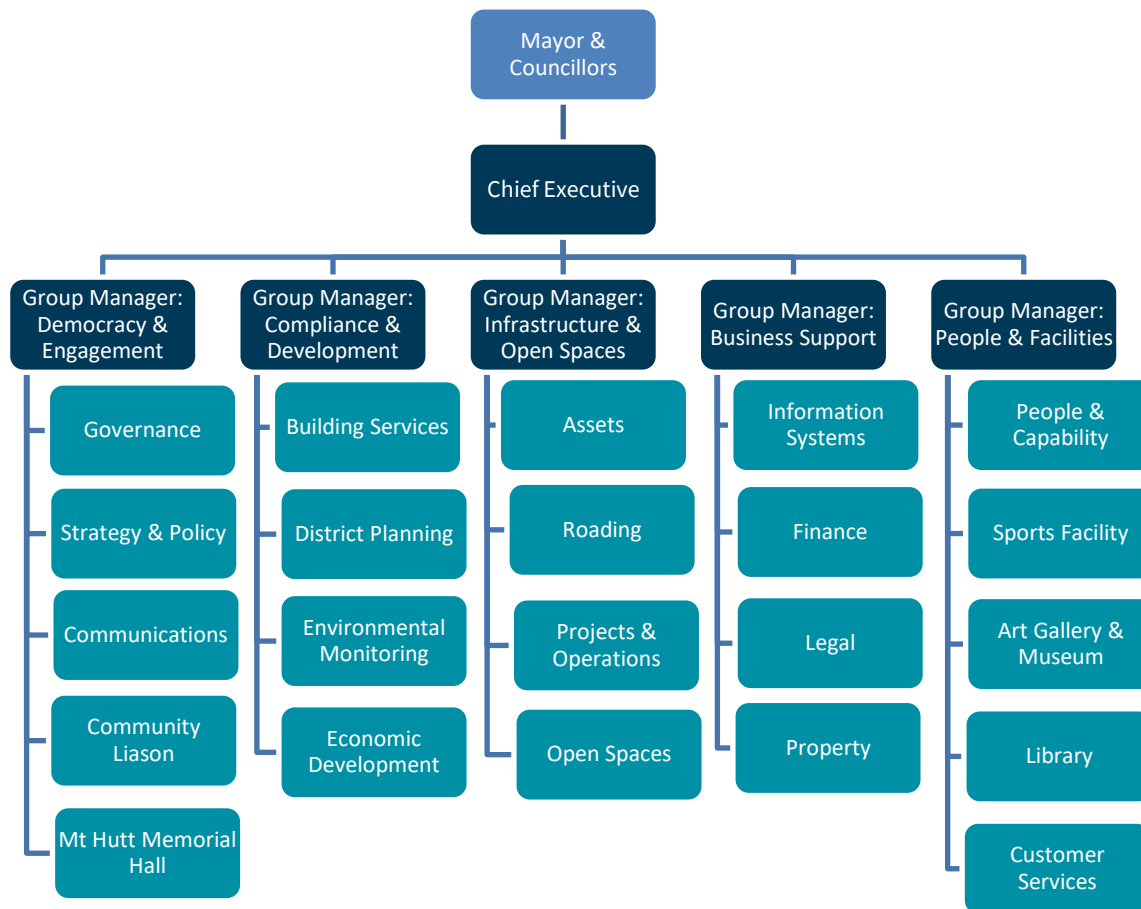
Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

Our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.

 <p>WE DO what's Right</p>	<p>WE DO WHAT'S RIGHT <i>Ka mahi tika ai tātou</i></p> <ul style="list-style-type: none"> ✓ Build trust by communicating openly and acting with integrity ✓ Apply a customer lens to everything we do ✓ Make responsible decisions by balancing different needs ✓ Plan for our future and think sustainably ✓ Take responsibility and "own" our roles
 <p>WE MAKE it Happen</p>	<p>WE MAKE IT HAPPEN <i>Ka whakarite ai tātou</i></p> <ul style="list-style-type: none"> ✓ Know our stuff and encourage knowledge sharing and professional growth ✓ Learn from our successes and mistakes ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life ✓ Focus on solutions ✓ Follow through with our commitments
 <p>WE WORK as One</p>	<p>WORK AS ONE <i>Pakihiwitahi ai tātou</i></p> <ul style="list-style-type: none"> ✓ Collaborate and tackle challenges together ✓ Work with and for our communities ✓ Think about how our work impacts others ✓ Acknowledge and celebrate our achievements ✓ Value and encourage social connections
 <p>WE RESPECT every Voice</p>	<p>WE RESPECT EVERY VOICE <i>Kauanuanu ana ngā reo ai tātou</i></p> <ul style="list-style-type: none"> ✓ Encourage diverse ideas ✓ Keep an open mind ✓ Have empathy for and support one another ✓ Care for the wellbeing and safety of ourselves and others ✓ Seek to understand what is important to others

Our Organisation Structure



Position Authorities

Pursuant to the provisions of the Local Government Act 2002 and its amendments, and within the parameters of Council resolutions, budget, delegations and policy, the Chief Executive is delegated full authority to manage the Council's operations.

Key Accountabilities

Leadership

The Chief Executive is responsible for the effective leadership and representation of Ashburton District Council internally, and externally with the Mayor, while fostering a high performing and constructive culture.

Key responsibilities include:

- Provide strong leadership advice and direction to Council, Elected Members, management and staff.
- Continue to develop the strength and effectiveness of the Executive team and enabling and guiding them to deliver their roles.
- Have a close working relationship with the Mayor to ensure that staff delivery meets the expectations of elected members.
- Maintain a no surprises approach with elected members, ensuring they are informed of progress or any barriers in relation to strategic and organisational objectives.
- Provide professional and positive leadership in the community, enhancing the image and advocating for our Ashburton District and its key projects both regionally and nationally.
- Work with the Mayor to continue to strength Council's relationship with iwi Maori and the runaka of Arowhenua in particular.
- Ensure Council's communication with the community is of high quality and quantity showcasing Council work and encouraging community participation during consultation.

Operational Delivery of Services

The Chief Executive is responsible for leading and optimising the utilisation of Council resource in an efficient manner in the interests of the ratepayers and the community.

Key responsibilities include:

- Manage and conduct Council business with all reasonable skill and diligence and undertake full and effective control of the practical operation of the Council in accordance with the law, and the policies, objectives and regulations set by Council.
- Make recommendations to Council on various issues that ensure Council is making timely and sound decisions based on all the facts and relevant information. This includes providing appropriate and timely policy advise during the decision-making process that assists with policy determination.
- Manage Council resources to ensure efficiency, effectiveness, transparency and accountability.
- Deliver all functions, duties and powers of Council in the most efficient and effective manner possible while maintaining high levels of customer services.
- Ensure Council operates within its policies and all statutory obligations.
- Promote a culture of continuous improvement within all Council operations including the adoption of technology to drive productivity and community engagement.
- Monitor the delivery of the capital programme ensuring quality community outcomes and value.
- Take appropriate steps to ensure Council operates within the budget and that financial resources are used in the most cost effective and efficient manner so as to achieve Council's work programme.

Organisational Capability

The Chief Executive is responsible to resource Council's operational commitments and maintain a productive organisational culture.

Key responsibilities include:

- Responsible for the employment of all other staff, overseeing the negotiation of their terms of employment on behalf of the Council.
- Recognise the need for innovation and change to organisation structure, resource levels and technology in response to changing business conditions, reprioritised work programme, efficiency opportunities and legislation.
- Ensure effective remuneration, performance and development systems, policies and/or processes are in place to recruit and retain quality staff.
- Adopt a leadership style that creates and maintains a positive safety culture and high staff morale, encouraging innovation, engagement, continuous improvement and productivity.

Other Duties

The Chief Executive will be responsible to lead and manage a range of projects, with strong external advocacy often also required. Key current projects include:

- Three Water Reforms (Local Water Done Well)
- Council's exit from Stock water service
- Ashburton Urban Second Bridge
- Lake Hood Water Quality
- Other Government Reforms

The Chief Executive will be required to carry out other tasks and duties as and when required by Council.

The Chief Executive will be a member of relevant industry institutes and associations, and also attend other professional development opportunities as agreed with Council.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges valuable partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Conceptual and Analytical Ability

- Deals with concepts and complexity comfortably.
- Uses analytical and conceptual skills to reason through problems.
- Has creative ideas and can project how these can link to innovations.

Decisiveness

- Makes rational decisions based on a consideration of the facts and alternatives, evaluating rational and emotional elements of the situation.
- Makes tough decisions based on available facts.
- Commits to a definite course of action.

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Regards maintaining high levels of accuracy as extremely importance.

Knowledge and Skills

Leadership

- Communicates and models a vision that generates enthusiasm, optimism and commitment.
- Recognises and rewards behaviour that is aligned with the vision.
- Identifies potential issues and setback and guides team to optimise outcomes.

Consult and Advise

- Clarifies needs and expectations of roles, process and outcomes.
- Develops flexible and practical solutions or recommendations to complex problems.
- Communicates regularly with others providing advice in areas of expertise.

Commercial Skills

Guides and challenges others to continually strive for more efficient ways of doing things
Decisively manages financial issues, legal consideration in pursuit of the desired outcome.
Focuses on activities and projects that will bring the best long-term return for the organisation.

People Management

Aligns team with the organisational values and goals through effective people management, visibly modelling the values and being available for your teams.
Maximises effectiveness by selecting, developing, managing and motivating a high performing team.
Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.

Resource Management

Develops and maintain budgets, anticipating and managing risk.
Negotiates necessary resources from budgets and other sources.
Decisively manages financial issues and responsibilities and challenges others to seek more efficient ways of doing things.

Specialist Expertise

A relevant tertiary qualification and a minimum of ten years' relevant senior leadership experience
Experience within Local Government or a similarly complex operating environment.
Current understanding of relevant legislation.