

Position Description

POSITION	:	Group Manager – Infrastructure, Planning and Regulatory
REPORTS TO	:	Chief Executive Officer
TEAM	:	Executive
EMPLOYMENT TYPE	:	Permanent, full-time
LOCATION	:	Alexandra (main Council offices)

Purpose

Work alongside executive colleagues to think, plan and act strategically towards positive, sustainable outcomes for the communities and environment of the Central Otago district.

The Group Manager – Infrastructure, Planning and Regulatory will contribute to the leadership and strategic direction of Central Otago District Council as a member of the Executive Leadership Team. The role has collective responsibility and accountability with the rest of the ELT for the CODC's relationship with iwi/rūnaka, community engagement and wellbeing, organisational culture and leadership, and a strong customer focus

More specifically, the Group Manager – Infrastructure, Planning and Regulatory is responsible for giving effect to the vision and direction of the Council on behalf of the communities it serves, including:

- Infrastructure, roading, waste management and engineering services
- Planning and policy services
- Regulatory, building control, environmental health, alcohol, dogs, compliance and enforcement services

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Be
Respectful**



**Work
together**



**Be
courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Position Dimensions

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

Number of direct reports	4
Number of employees within the department	52
Annual operating budget	\$27 million

Key Accountabilities

Leadership

Share accountability and will take collective responsibility for the success of the organisation. This includes but is not limited to:

- Ensuring employees live our values and we have a proactive, positive and productive culture.
- Contributing as an effective, proactive and positive member of the Executive Leadership Team.
- Building strong 'one team' relationships across the organisation.
- Effective recruitment, retention and development of staff to ensure appropriate performance is maintained.
- Coaching, mentoring, supporting and enabling staff to achieve agreed outcomes, and grow and develop in their roles.
- To lead by example with regards one's own conduct, professionalism and commitment to the established Council agenda and values.
- Ensuring Council meets its statutory obligations and strategic reporting, communication and consultation with our community, organisational work programmes and funding.
- Continuous organisational process improvement and efficiency.
- Maintaining a safe and healthy workplace through safe work practices and contractor engagement complying with established policies and procedures.
- Ensuring organisational consistency with rigorous budget and project management.
- Providing high quality advice, reports and recommendations to the Chief Executive and elected members.
- Assist in civil defence functions and/or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by the Chief Executive.

Regulatory and Planning Services

To provide strategic support, oversee the management and drive efficiency and performance in the delivery of council's regulatory and planning activities.

Expected Results

- To administer the provisions of the Resource Management Act 1991 and to provide, administer and review the Council's District Plan and to attend to its amendment and review as necessary.
- To administer the provisions of the Building Act 2004, the Building Regulations, the Building Code and to provide and administer an efficient, competent and professional service to the public.
- An efficient, competent and professional environment service is provided to the public
- The District Plan requirements are carried out to support desired community outcomes and priorities in accordance with the statutes to provide for effective development of the District.
- Council's Planning Consultants and planning staff are effectively managed and in a cost efficient manner.
- To ensure that all resource consent applications are handled efficiently and in accordance with the statutes.
- Assist in civil defence functions and/or maintain the provision of essential services in emergency management events
- To report to the Executive Leadership Team, Council and Community Boards on policy and performance matters relating to responsibilities the Department and to advise on appropriate policy outcomes and changes to programmes in response to community priorities.
- Annual Plan objectives and budgets are adequately monitored and deviations reported and corrected (where appropriate), early.
- Appropriate Council and committee meetings, community board meetings, resource management planning hearings and various public meetings are attended in an advisory capacity.
- Support is given to the Chief Executive Officer and the Council's Executive Team on matters of corporate management in general and legislative management issues in particular.
- To ensure the effective and efficient administration of the requirements of the Health Act 1956, Sale and Supply of Alcohol Act 2012, Hazards Substances and New Organisms Act 1996, Dog Control Act 1996, Local Government Act 2002 and other Council by-laws.

Infrastructure

To provide strategic support, oversee the management and drive efficiency and performance in the delivery of council's infrastructure activities in relation to roading, waste management and engineering.

Expected Results

- The effective management, operation and maintenance of all Council infrastructure assets.
- The effective provision of solid waste services, including the implementation of the waste minimisation and kerbside recycling programmes.
- Ensuring the long term integrity of Council's infrastructure and the development of asset management and maintenance plans.
- To ensure that any decisions and activities adequately recognise environmental issues and are in accordance with resource management legislation.
- To report to the Executive Leadership Team, Council and Community Boards on policy and performance matters relating to responsibilities the Department and to

advise on appropriate policy outcomes and changes to programmes in response to community priorities.

- Annual Plan objectives and budgets are adequately monitored and deviations reported and corrected (where appropriate), early.
- Appropriate Council and committee meetings, community board meetings and various public meetings are attended in an advisory capacity.
- To ensure the effective and efficient administration of the requirements of the Forest and Rural Fires Act, Local Government Act 2002 and other Council by-laws.

Position Requirements

The below qualities, knowledge and skills are that 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

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges valuable partnerships with people inside and outside CODC.
- Builds trust through consistent actions, values and communication.

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 important.

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 and values of CODC.
- Identifies potential issues and setbacks and guides the team to optimise outcomes.
- Able to provide frank and fearless advice to colleagues and elected representatives.
- Experience and/or willingness to engage in te ao Māori and te reo Māori.

Consults and Advise

- Highly developed communication skills.
- Clarifies needs and expectations of roles, processes 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 with appropriate legal and risk considerations in pursuit of desired outcomes.
- 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

- Experience with local government or a similarly complex operating environment.
- At least five years' experience leading policy, strategy, community development and communications functions.

RELATIONSHIPS

External

Public
Planning Consultants
Solicitors
Surveyors
Media
Engineers
Contractors
Waka Kotahi
Other Government agencies

Internal

Chief Executive Officer
Executive Leadership Team
Infrastructure, Planning & Regulatory Team
Executive Assistant – Infrastructure, Planning & Regulatory
Elected Members
Council Staff