

POSITION DESCRIPTION

STRATEGIC ADVISOR/LEAD - INFRASTRUCTURE

POSITION OVERVIEW

Location	Masterton
Business unit	Strategy and Development
Reporting to	Strategic Planning Manager
Direct reports	Nil
Delegated responsibility	Nil
Salary range	SP10 Grade 18

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT/BUSINESS UNIT

The Strategy and Development Business Unit:

The Strategy team sits under the Strategy and Development Business Unit. The role and functions of the Strategy and Development Business Unit includes the provision of support for transparent and open decision making; the development and review of strategies, policies, bylaws, and corporate plans; strategic advice and support to the Council; governance advice and support to our elected members; district planning policy and consenting; and the Building Consent Authority.

MY TEAM

The Strategic Planning Team:

The Masterton District Council (MDC) Strategic Planning team are expert advisors responsible for Council's corporate and strategic planning functions and providing advice. The team leads and supports the development and review of robust, evidence-based strategies, plans, corporate process documentation and policies that reflect the needs and aspirations of our community, and support Council to achieve its vision for Masterton.

MY ROLE

The Strategic Advisor/Lead – Infrastructure role:

The Strategic Advisor/Lead Infrastructure role is responsible for providing strategic support for infrastructure work programmes, with an emphasis on community infrastructure, including parks, reserves and facilities.

This will include leading or supporting the development or review of relevant strategies and plans, and any associated engagement or consultation processes. Collating information and presenting that in a way that our community can engage with. Writing reports to support Council decision making processes. Facilitating and supporting infrastructure team input into strategic processes, such as our Development Plan and Long Term Plan. You will ensure by way of research and analysis that advice and recommendations are well informed, accurate and legally compliant; and that engagement and consultation processes are inclusive and meaningful.

You will be a key part of the Strategy team, and an integral link to our Infrastructure team, ensuring relationships across the organisation and with our key stakeholders are formed and well maintained. You also support the broader Strategic Planning work programme as needed.

Essentially you will be helping to inform and shape Council's decision making on a range of projects related to infrastructure, with particular emphasis on community infrastructure.



MY KEY RESULT AREAS (KRAs)

Strategic Leadership

- Support Infrastructure team projects, with an emphasis on community infrastructure to ensure alignment with Council's strategic direction, compliance with Council policies and any associated legislation.
- Lead the development or review of infrastructure strategies, such as the new Sports Facilities Strategy and next review of the Parks and Open Spaces Strategy.
- Lead or support the review of Reserve Management Plans, Master Plans etc as required.
- Lead the development of the Infrastructure Strategy, required as part of the LTP process.

Strategic and Corporate Planning

- Facilitate and support infrastructure team input into the Development Plan, Long Term Plan, Annual Plan and other Strategic processes.
- Support key community infrastructure reviews such as S17A reviews and those associated with an LTP cycle, such as Level of Service and Performance Measure reviews.
- Support Asset Management Plans, including writing content as required.

Mentoring and Support

- Provide support and guidance to Infrastructure staff on strategic matters.
- Support legal reviews where necessary.
- Peer review and/or draft reports for Council.
- Peer review and/or draft submissions on infrastructure related matters.
- Peer review and/or draft any funding bids or applications for Infrastructure projects.
- Support the delivery of high-quality, compliant end-products for all strategic infrastructure documents.
- Provide support to the wider Strategy, Policy and Governance Teams as required to deliver strategic projects.

Research, advice and decision making

- Monitor and report on relevant current and emerging issues and opportunities, future trends, legislative changes; and issues affecting local government.
- Use information and knowledge to identify, forecast and manage potential issues, and to recommend appropriate options and solutions.
- Ensure advice and recommendations to inform plans, reports and projects is evidence-based, informed by



	<p>quality research (including engagement and consultation), analysis and technical advice.</p> <ul style="list-style-type: none"> • Interpret and present advice and information in an appropriate and meaningful way, taking account of the forum for delivery (e.g., formal vs informal) and the target audience. • Deliver accurate, well-written and timely reports to meet scheduled deadlines.
Project Management	<ul style="list-style-type: none"> • Ensure projects and initiatives are based on quality research and analysis and add value to the organisation, district, region, and community. • Manage projects in alignment with project management principles to achieve agreed outcomes.
Relationship Management	<ul style="list-style-type: none"> • Identify, establish and pro-actively manage relationships with key internal and external stakeholders. • Actively participate in networking and information sharing forums. Cultivate collaborative networks across Council teams and with external partners/stakeholders.
Community Advocacy, Engagement and Consultation	<ul style="list-style-type: none"> • Support any community consultation and/or engagement associated with infrastructure related projects. This includes preparing engagement and consultation materials. • Analyse and report back on engagement activities and public consultation submissions to ensure the views of our community are known and considered.
Corporate Contribution	<ul style="list-style-type: none"> • Advocate and support the integration and implementation of Council's key plans and strategies across the organisation. • Support the Strategic Planning Manager, Infrastructure team and wider Strategy Team with Council's priority projects as required. • Recommend and implement process improvements to achieve operational efficiency and excellence. • Support and contribute to Council's corporate and strategic planning work programme ensuring alignment with Council's long-term and annual plans.



MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance.
- Undertake change based on regular self-evaluation and feedback.
- Identify opportunities for personal and professional development and growth.
- Undertake both internal and external training identified as relevant to the role.

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

Other duties

- All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager.
- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.

Participate in the Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.
- Such other duties as may be required from time to time by your (ELT) Manager.



MY KEY RELATIONSHIPS

Internal

- Line Manager and ELT Manager
- Immediate Team
- Masterton District Council Staff

External

- Other councils within the region and elsewhere
- Local Government NZ
- Community and Business Leaders
- Residents and Ratepayers of Masterton District

MY KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Relevant tertiary qualification(s) (e.g., law, economics, public policy, political science,).
- Strong policy and/or strategy background with experience interpreting legislation and undertaking research/analysis.
- Excellent critical thinking and analysis skills, with the ability to seek and consider a range of perspectives on any one issue.
- Excellent written and verbal communication skills including ability to ask questions and investigate matters, write reports, prepare and deliver presentations, facilitate discussion, synthesise complex technical information into 'easy to read' content; and present to diverse audiences in both formal and informal settings.
- Strong project management skills and experience with the ability to co-ordinate diverse a range of tasks to achieve objectives and deliver on time.
- Excellent attention to detail and strong process orientation.
- Experience leading/supporting strategic infrastructure projects, in particular community infrastructure, would be an advantage.
- Local government experience and/or understanding of the Local Government Act (2002) and Reserves Act (1977) would be an advantage.
- Legal qualification/training would be an advantage.
- Good skills in the Microsoft Office suite.



MY COMPETENCIES/PERSONAL ATTRIBUTES

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of one's behaviour on others.
- **HEALTH AND SAFETY:** Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.

Personal Attributes

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Self-motivated with initiative.
- Positively takes on challenges.
- Takes accountability for own actions and works effectively as part of a team.
- A strong communicator who can work collaboratively across a range of managers and teams.



POSITION DESCRIPTION AGREEMENT

My name

My signature

Date

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Strategic Planning Manager	1	Create PD	August 2025
People and Culture Advisor	2	Format PD	August 2025

ATTACHMENT A

Place in organisation

