

# Position Description

<b>Position:</b>	Principal Strategic Advisor
<b>Group:</b>	Chief Executive Office
<b>Business Unit:</b>	Chief Executive Office
<b>Responsible to:</b>	Chief Advisor
<b>Position type:</b>	Fixed Term (to 1 December 2028), Full-time
<b>Direct reports:</b>	None

## OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

## OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

## OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

## POSITION SUMMARY:

The Principal Strategic Advisor provides high-quality, forward-looking strategic advice to support the Mayor, the Chief Executive and elected members and wider organisation, depending on the nature of the work at hand. In association with the Chief Advisor, the role works closely with the Chief Executive's Office and Mayor's Office to connect political priorities, organisational strategy and regional/national reform contexts and issues.

This is a bridging role spanning both the political and organisational environment. The Principal Strategic Advisor plays a key part in horizon scanning, interpreting strategic issues and reforms – both established

and emerging - coordinating strategic programmes, and ensuring cohesive advice to and communication from the Mayor's Office.

It is expected to lead or support varied workstreams and projects, providing direction, alignment and senior-level coordination across Council and in support of the Mayor.

The position frequently works with the Chief Executive's Office and the Mayor's Office to maintain strong connections, situational awareness, proactive and reactive issue management and real-time flow of information.

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## **CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:**

### **1. Policies and Procedures.**

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times
- Uphold the Council Values

### **2. Customer and Community Relations:**

- Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times
- Work with other staff members to resolve customer queries and issues

### **3. Information Management**

- Work collaboratively by ensuring all business documents and information are made accessible for staff to use.
- Manage and secure our knowledge and information as a key organisational asset in line with our Information Management strategy, relevant policies and best practice.
- Manage electronic documents and records using our approved Electronic Document and Records Management System (SHED).

### **4. Continuous improvement and innovation**

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities

### **5. Health and safety**

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor

### **6. Teamwork**

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others
- Build successful workplace relationships by working cooperatively with others

### **7. Training and development**

- Undertake both internal and external training identified as relevant to the role

### **8. Participate in Council's civil defence emergency response**

- Participation in relevant emergency response training and duties as requested by the Chief Executive

## **9. Perform other duties as may be directed from time to time**

- All duties must be carried out to the satisfaction of the Manager

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## **SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:**

Bold text = responsibility

Bullet Point = associated performance measure(s)

### **1. Strategic Advice and Programme support including on Major Reforms**

- Working in conjunction with the Chief Advisor, provide high-quality, free and frank strategic advice to the Mayor, Chief Executive, elected members and senior leaders.
- Advise on, support and coordinate strategic work in response to major reforms (currently includes but is not limited to Local Water Done Well and Simplifying Local Government Reform).
- Advice is timely, balanced and informed by political, organisational and community perspectives.
- Insights support sound governance and executive decision-making.
- Emerging issues, risks and opportunities are identified early and communicated clearly.
- Implications for UHCC are assessed and translated into recommended actions.
- Work is well coordinated across teams and aligned with national direction.
- Risks, dependencies and strategic implications are clearly communicated.

### **2. Governance, Mayor and Councillor Support**

- Prepare briefing notes, analysis and strategic advice for the Mayor and elected members.
- Written material is accurate, accessible and presented in a clear, non-technical style.
- Governance understanding of complex issues is improved.
- Work closely with the Mayor's Office and Governance Team to support political awareness of key issues.
- Strategic advice is aligned across teams, with proactive, timely and consistent information flows.

### **3. Communications, Media and Public Relations**

- Work closely with the Communications and Engagement Team to ensure alignment of strategic messages across the organisation.
- Advise and support the Communications Advisor (Mayoral Communications) and the development of strategic framing for public messaging.
- Strategic advice informs themes and priorities communicated through Mayor and Council channels.

- Risks or sensitivities are escalated promptly.
- Messaging is consistent with Council priorities and governance direction.
- Opportunities for proactive narrative-setting are identified early.

#### **4. Stakeholder and Relationship Management**

- Build and develop excellent, effective relationships with key internal and external stakeholders, proactively engaging with others in a positive manner.
- Ensure strong internal relationships that support whole-of-organisation strategic alignment, to ensure collaboration across CE's Office, Mayor's Office, Strategy, Policy, Planning, Governance and Communications functions is effective and seamless.

#### **5. Issue and Risk Management**

- Identify, assess and escalate strategic, political and reputational risks.
- Risks are anticipated early and communicated with recommended mitigation approaches.
- Sensitive issues are handled discreetly and professionally.

#### **6. Project Management**

- Manage or support special projects in support of the Mayor's Office, Chief Executive's Office and/or Executive Leadership Team as required.
- Utilise effective project management methodologies when leading, scoping, planning, monitoring, managing, or evaluating research or projects to ensure they are delivered successfully and within budget as required.

#### **7. Continuous Improvement**

- Contribute to strengthening UHCC's strategic capability and future readiness
- Lessons from reforms and projects inform improvements to systems and processes.

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### **PERSON SPECIFICATION:**

#### **Personal Attributes:**

- Respectful, honest and open.
- Operates with integrity, respecting diversity, and other's needs.
- Ambitious, takes on challenges with positivity and enthusiasm.
- Takes accountability for own actions.
- Cooperative and engages with others, share the workload.
- Is an effective team player.
- Able to operate in confidential and sensitive environments and on related topics.

#### **Technical Knowledge and Skills**

**Essential**

- Background and experience in public administration, political science, strategic planning, policy or related fields and advisory roles.
- Ability to interpret, analyse and communicate complex reform, policy and legislative changes.
- Excellent analytical and horizon-scanning skills
- Strong communication skills (written, visual, verbal) :Experience in researching, drafting, writing, and editing a wide range of written material, with ability to express sometimes complex material clearly, concisely and accurately in an easily understandable manner.
- Proven ability to build and maintain trusted relationships across political and executive environments.
- Ability to think strategically and tactically,
- Political awareness and skill in dealing with sensitive issues and an effective influence, with demonstrated maturity, discretion and sound judgement
- Experience leading or supporting cross-functional workstreams or major projects
- In depth understanding of local government context, decision-making and statutory environment in which it operates.
- Time management and multi-tasking skills and ability to meet deadlines.
- Excellent computer skills.

**Desirable**

- Experience with major reform programmes
- Knowledge of tikanga Māori, te reo Māori pronunciation and Te Tiriti partnership practice
- Experience working directly with elected officials or Chief Executives

**Education/ Qualifications**

- A background in working in a similar position in the public sector is highly desirable.
- A relevant tertiary qualification is desirable.
- Experience in Strategic Planning, Public Relations or Communications/Marketing is desirable.

*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 – including technological requirement or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.*

Signed:

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Group Manager / Manager

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Date

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Employee

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Date