



POSITION DESCRIPTION

Chief Executive

Position Description and Specifications

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| Position title: Chief Executive | |
| Reports to: Mayor and Councillors | Location: Queenstown Lakes District |
| Direct Reports: 6 | Team Numbers: 600+ |

Nature and Scope

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipouamu South Island of Aotearoa New Zealand. The Queenstown Lakes District is a premier tourist destination making a significant contribution to the national economy that far exceeds the size of its community.

Queenstown Lakes District population has doubled in the last 20 years, with a total residential population of approximately over 52,000, while delivering services for a population in excess of 120,000, as the area remains a desirable place to live, work and visit. The unprecedented growth the district is experiencing has led to an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC is at the very heart of the community, employing over 600 team members and has a strong commitment to meet the demands of the fast-growing resident and visitor needs.

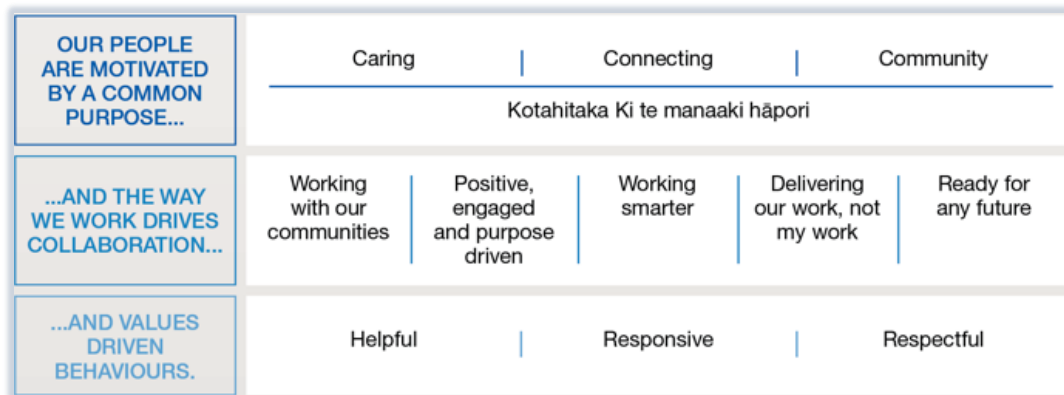
Position Objective

The Chief Executive (CE) will provide trusted highly valuable organizational leadership and comprehensive interdisciplinary planning, prudent financial management, positive internal and external relationships with open advice to Council to enable QLDC to deliver its vision, operations and strategy.

The CE will champion a culture of trust and transparency with Council and its community while providing strong leadership of the organisation in order to navigate rapid and significant change.



Organisation and Values / Nga Mātāpono QLDC



Key Responsibilities | Rakatirataka

| Key Responsibilities | Expected Results |
|---|---|
| <p>Strategic Leadership</p> <ul style="list-style-type: none"> Working in partnership with the Council to develop and implement its values, strategies and policies that is agile to respond to changing complex environments Community consultation is completed and reflected in the long term strategic plan Provide Council with insight, assessment and advice about emerging trends, issues, opportunities and threats Consider climate change and biodiversity implications in the Council's long term plans and strategic decisions, informed by community needs and aspirations | <ul style="list-style-type: none"> Long term strategic plans are in place in line with legislated timeframes Community consultation is meaningfully completed Council is aware of and prepared for changes that impact its vision and purpose and plans allowing for early intervention when required The development, implementation and regular monitoring of strategies and plans in response to community needs, to enhance the economic, social and environmental wellbeing of citizens today and future generations Organisational plans clearly aligns resources and activities with Council priorities, strategic plan and budgets |
| <p>People and Team Leadership</p> <ul style="list-style-type: none"> Lead a highly engaged executive team coaching, mentoring, providing advice and guidance to the leadership and wider organisation supporting a high performing culture Provide effective leadership for the Council's executive leadership team, developing and maintaining appropriate working relationships within the group, encouraging innovation and the free exchange of ideas Be a champion of local democracy and strong democratic processes while embedding and leading a culture of transparency within QLDC | <ul style="list-style-type: none"> Effectively manage the workforce planning of QLDC aligned with district growth and strategic priorities Successfully ensure that team members maintain proper and consistent standards of integrity, conduct and service to the community All people, employment and health and safety policies and regulatory requirements are met, coupled with a 'people first' approach |



| Key Responsibilities | Expected Results |
|---|--|
| <ul style="list-style-type: none"> • Lead the organisation in alignment with the overall values of QLDC and with a focus on quality, safety, wellbeing and collaboration • Foster an environment that good two-way communications are developed and maintained between Councillors and the team and 'above the line' communications are upheld • Ensure diversity, equity, equality and inclusion principles are embedded across the Council and all service provisions • Champion a 'One Council' approach and provide leadership and strategic direction for the leadership team to ensure the delivery of the Council's priorities and the provision of high quality cost effective services based on community needs | <ul style="list-style-type: none"> • QLDC attracts and retains the skilled, capable and motivated team members it needs to deliver its vision and purpose and who demonstrate a strong quality and customer service culture • Employee engagement levels remain high and improving • The organisation demonstrates high standards of professionalism, integrity and accountability • Build a culture of respecting the democratic and Council decision making process |
| <p>Operational Leadership and Delivery</p> <ul style="list-style-type: none"> • Ensure that the Council's resources are managed for the effective and efficient implementation of Council policies and programmes • Lead the planning and execution of the Council's capital programme to ensure timely and effective delivery • Initiate and lead the management of change to ensure constant improvement in organisation performance, effectiveness and productivity of resources, and in responsiveness to changing environment, priorities and direction from Council • Ensures the day to day operations of the organisation are effectively and efficiently coordinated, implemented and conducted, coupled with a focus on operational excellence and a customer centric approach • Foster a culture of innovation, resilience and sustainability to ensure that Council demonstrates ambitious climate and biodiversity leadership on behalf of the community • Work collaboratively with QLDC Council Controlled Organisations to ensure opportunities and operational efficiencies are maximized where appropriate | <ul style="list-style-type: none"> • All Council assets are effectively managed, maintained, and optimised across their lifecycle • Asset management plans support sustainable growth and regulatory requirements • Deliver on the commitment to Council's carbon emissions reduction targets and embedding climate and biodiversity considerations as a priority into all levels of Council decision making • Capital projects are completed within approved budgets, scope and timeframes and any variances are transparently reported and agreed to • Levels of service approved by Council are consistently met |



| Key Responsibilities | Expected Results |
|---|--|
| <p>Reporting and Governance</p> <ul style="list-style-type: none"> • Undertake all duties regarding the Principal Administrative Officer in terms of the Local Government Act 2002, and any other Act or Regulation defining or limiting the functions of the Council • Act as principal adviser to the Council and its Committees to assist the Council with all aspects of its forward planning, and to co-ordinate the advice from other officers as required ensuring it is balanced and free from political bias • Maintain clear boundaries between governance and management decision making • Responsible for ensuring that the Mayor and Councillors are advised on matters of protocol and that approved arrangements for civic functions and ceremonial occasions are meticulously carried out by the team • Analyse and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and position the Council as a decisive and influential organisation • Effectively implement the decisions of Council and its committees | <ul style="list-style-type: none"> • Establish and maintain effective and collaborative working relationships with the Mayor and Councillors • Council is advised on all objectives, and goals in all areas of activity, and maintains an organisational structure and environment that achieve its objectives • Council resolutions are actioned within agreed timeframes and reflect the intent of the decision • Governance and management decision making authority are well understood and encroachment is avoided • All statutory functions are fulfilled in a timely, lawful and well documented manner with no material compliance breaches • All meetings of the Council and its Committees are adequately serviced by appropriate officers, and that the Councillors receive such assistance, information, or advice and guidance as they may reasonably require • Team interactions with councillors are consistently professional, responsive and informative |
| <p>Financial and Risk Management</p> <ul style="list-style-type: none"> • Ensure all expenditure is effectively managed within delegated authority • Maintain sound systems for planning, reporting and financial management • Is accountable for the financial performance of the Council to agreed targets while exercising due financial care and responsibility expected of a public organisation • Develop financial and capital expenditure plans that address present and future infrastructure needs of the district • Long and short term financial planning and forecasting is accurate with action taken as required to ensure Council expectations are met • Ensure monitoring of all areas of risk (eg legal, technical, engineering, financial and people) is undertaken with appropriate controls in place | <ul style="list-style-type: none"> • Appropriate controls and management systems are established to ensure expenditure decisions are prudent, necessary, planned and efficient • Risk management plans are in place for significant risk areas, risks are regularly reviewed and updated as required and reported to Council • Council decisions reflect an informed balance between affordability, risk and community expectations • Councillors and auditors can rely on accurate, complete and timely interactions when assessing organisational performance |



| Key Responsibilities | Expected Results |
|---|--|
| <p>Community and Stakeholder Relationship Management</p> <ul style="list-style-type: none"> • Establish and maintain enduring Iwi partnerships according to the principles of the Treaty of Waitangi in line with Council commitments and statutory requirements • Ensure that the Council is appropriately represented on all public occasions and in dealings or negotiations with other organisations • Maintain, along with the Mayor, effective contact with the media, key stakeholders and community groups with a view to ensuring that Council policy and other decisions are made clear and are fully understood by those reporting them • Contribute towards the image of the Council and ensure this is enhanced with ratepayers, residents, the media, government departments, local authorities, suppliers of goods and services, contractors and other segments of the public • Develop and proactively manage strong and positive relationships with all key stakeholders, including government agencies and political contacts to facilitate achievement of objectives of policies agreed to by Council • Ensure community engagement is timely, inclusive and is supported by clear, accurate and timely information | <ul style="list-style-type: none"> • Undertake a proactive role in developing and maintaining good public relations between the Council, its team and all sections of the community, and to foster good communications between them at all times • Ensure that the Council's interests are effectively represented at national, regional and local events by acting in an advocacy capacity • Proactively engage and strengthen relationships between QLDC and Papatipu Runaka of the district, leading by example collaborating with Te Tiriti partners, to achieve shared goals and support Council decision making • QLDC is trusted to be transparent with its community and provides clear and consistent messaging about Council decisions and actions |
| <p>Professional Development and Other Duties</p> <ul style="list-style-type: none"> • Responsible for carrying out any other tasks and duties as and when required as directed by the Mayor including professional development | <ul style="list-style-type: none"> • Attend relevant and value adding professional courses and programmes in consultation with the Council • Be a member of relevant industry institutes and associations. • Identifies and undertakes opportunities for professional development to better enable fulfilment of accountabilities as the Chief Executive • Undertake any other related duties and responsibilities as they arise as directed by Council • Build commitment to QLDC's vision, values and services • Manage own health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents • Demonstrate workplace ethical behaviours |



Relationships

Internal:

- The Mayor
- Councillors
- Community Board Members
- Senior Management Team
- All QLDC members

External

- Iwi and hapu partners
- Ministers of the crown and Members of Parliament
- Government, Crown Agency and SOE Representatives
- Mayors and CEOs of other Local Authorities

Limitation of Authority

- Number of direct reports: approximately 6
- Total number of team members reporting: approximately 600
- Employ and terminate employment

Skills and Experience | Matauraka

Education

- Tertiary qualification in relevant field of local government or other business relevant qualifications

Experience

- Experience in senior central or local government leadership or complex commercial organisations
- Strong leader and culture builder
- Strong risk and assurance capability
- Professional experience with extensive stakeholder management
- Demonstrated experience leading a complex organisation with multiple activities and diverse stakeholder interests
- Demonstrated ability to work collaboratively within a political/public environment
- Experience in leading Local Government (desirable)
- Experience leading organisational change
- Have established professional networks

Skills

- Understanding of local government within a New Zealand context
- Extensive capability and demonstrable success in developing and executing strategies through strong executive level leadership
- Comfortable operating in a dynamic and challenging environment
- High integrity and transparency
- Emotional intelligence and resilience
- Excellent relationship building, networking, negotiation and conflict resolution skills.
- Proven capability and demonstrable success in developing strong working relationships with stakeholders ideally including and iwi



- Strong leadership skills including the ability to work collaboratively and positively motivate teams towards a common goal
- Excellent verbal and written communication skills including public speaking, facilitation and media relations; able to tailor the message and delivery to a range of audiences
- Outstanding problem-solving skills
- Excellent financial management, business acumen and analysis skills including experience managing a complex budget
- Political awareness, diplomacy skills and self awareness
- Ability to make insightful, timely decisions in difficult, high complex situations that have broad impact across the district
- Ability to adapt quickly and effectively to changing environments
- Excellent analytical skills
- Be positive in outlook

Agreement

This Position Description describes the essential responsibilities and qualifications of the position described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

I confirm that I have read this Position Description and understand the essential functions of the position, Key Responsibilities and the Expected Deliverables.

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| _____ Employee Name | _____ Position Title | _____ Signature | _____ Date |
| _____ John Glover | _____ Mayor | _____ Signature | _____ Date |