

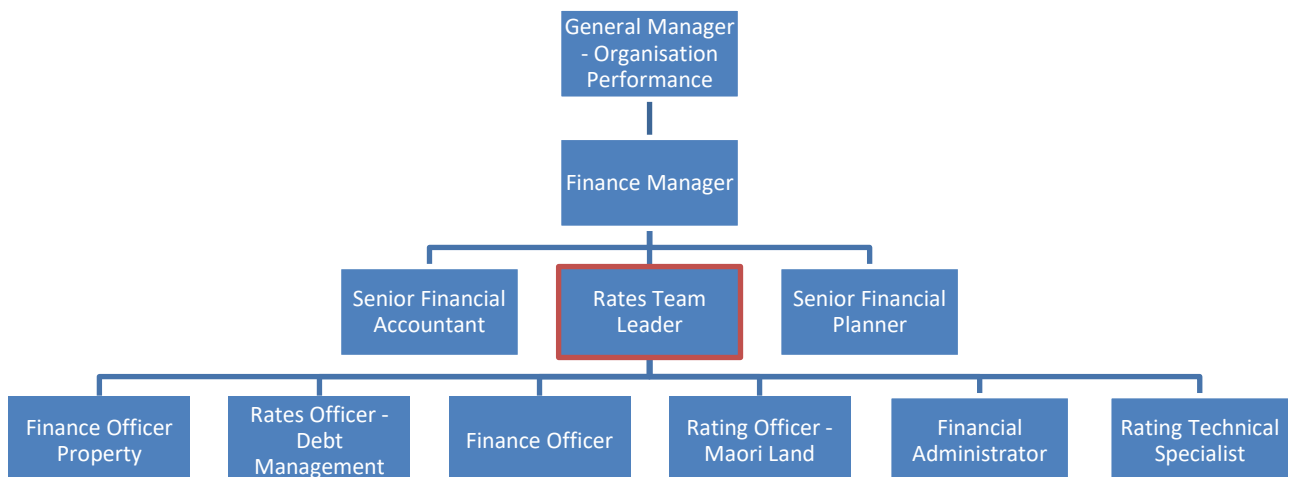
RATES TEAM LEADER

POSITION DESCRIPTION

POSITION INFORMATION

Group	Organisational Performance
Team	Finance
Reports to	Finance Manager
Direct Reports	6
Primary Location	He Whare, Horomatangi Street, Taupō and mobile between various Council Offices and around the District to fulfil key tasks

TEAM STRUCTURE



POSITION PURPOSE

To provide advanced technical rates support to the Finance Manager and the organisation with key deliverables of rates modelling & setting, accurate rates information database, effective rates collection, and an efficient and compliant district valuation every three years.

To build partnerships across the organisation, working collaboratively with business units to facilitate the best rating outcomes and create value for the Taupo District ratepayers and communities.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Rating, Compliance & Legislation	• Manage rates & valuation records, lead team to ensure these are well maintained, correct, up to date & reconciled • Manage rates invoicing, assessments, and penalties to ensure these are issued/charged by due dates as detailed in the Long-term/Annual Plan and in accordance with the Local Government Rating Act 2002 (LGRA) • Lead team to ensure compliance with the LGRA, changes in legislation and legal decisions are reviewed, monitored, communicated and implemented as appropriate • Develop, maintain and implement rating policy, including remissions policies, payments systems and related policies • Lead team to ensure provision of rating information to ratepayers, management and other interested parties including LGOIMA's as appropriate • Review & approve ratepayer refunds within delegated financial authority
Property Valuations	• Manage tender, review & monitoring processes for valuation service provider (VSP) • Supervise the updating of property information and provision of data to VSP and OVG • Develop & maintain relationship with Council's appointed VSP & Office of the Valuer General (OVG) • Work collaboratively with others to ensure the triennial district valuation is completed by due dates by Council's VSP and queries by OVG are handled efficiently • Lead process to ensure valuation notices are issued by due dates and objections handled within legislative timeframes and all Council's obligations are met • Report ratepayer implications from valuation to Finance Manager, Executive Team, and Elected Members as appropriate.
Debt Collection	• Develop & maintain the rates debt collection policy • Lead team to successfully implement this policy

Responsibility	Key Functions/outcome
	• Provide regular reports to Finance Manager on aged debt with specific information on large overdue debt, actions taken and recommendations for any action to be taken under LGRA • Provide regular reports as required to the Executive Team and Council
Long-term/Annual Plan & Annual Report	• Develop and maintain rates modelling software (IBIS) to provide effective modelling of impact of rates and increases on the district • Model various scenarios and provide illustrative results e.g. heatmaps for the planning process to help enable effective rating decisions • Reconcile the rates calculation model for the Long-term/Annual Plan to ensure accurate information is provided for the planning process and subsequent rates set • Prepare Rates Funding Impact Statement and Rates Resolution for adoption, working with Council Solicitors as required • Provide rates information for planning and statistical reports • Provide requested information to Audit Office
Team performance & leadership	• Lead the rates team to ensure they are enabled to perform their roles competently and professionally, contributing individually and collectively to Council's success • Influence and model the TDC values, behaviours, and desired culture both vertically and horizontally across the organisation • Drive continuous improvement and be committed to identifying, prioritising, and delivering on value-adding outcomes for TDC and our communities • Be an active member of the Finance leadership team
Knowledge sharing	• As subject matter expert, ensure you are sharing knowledge & coaching the wider team on all matters relating to your portfolio of work • Actively participate in Finance team meetings • Ensure knowledge & ability to perform key responsibilities of the role are shared with at least one other team member to reduce single person risk
Records and Reporting	• Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required
Health & Safety and Wellbeing	• Model a culture of safety and wellbeing for your staff • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in work place • Participate in local work place safety management practices

Responsibility	Key Functions/outcome
	- Participate in workplace wellbeing initiatives - Ensure compliance under Health and Safety at Work Act 2015
Project Management	Undertakes projects and/or other initiatives that may be assigned by the Finance Manager or Executive
Emergency Management	Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
- TDC staff particularly Customer Support, Digital Solutions & Communications - Team members - Enterprise Leadership Team - Councillors	- Ratepayers - Consultants & professional advisors - Government departments - Other local authorities - Valuation Service Provider - Office of the Valuer General - Audit Office

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
Business Diploma or relevant similar qualification	Management, Business, or Commerce Degree

Personal Attributes

Essential	Desirable
• Ability to develop interpersonal skills and establish professional working relationships • Adaptable to changing work priorities • Willing to take responsibility • Well organised • Ability to use initiative • High attention to detail	• Ability to work well under pressure at peak times

Competencies and Experience

Essential	Desirable
• Thorough working knowledge of Local Government Rating Act 2002 and Valuation Rules • At least 5-10 years Local Government rating experience, preferably in a senior rating role • Intermediate level in Microsoft Excel and Microsoft Word • Thorough working knowledge of rating, property & debt management systems • Customer focussed	• TechnologyOne (CiAnywhere) computer system experience • IBIS rates modelling experience

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		