

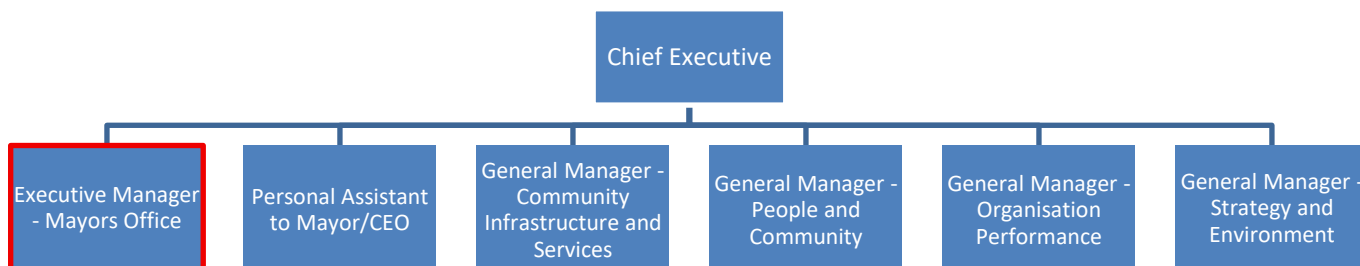
PRINCIPAL ADVISOR - MAYOR'S OFFICE

POSITION DESCRIPTION

POSITION INFORMATION

Group	Chief Executive Office / Mayor's Office
Team	
Reports to	Chief Executive
Primary Location	67 Horomatangi Street, Taupo and working mobile between various Council offices and around the district

TEAM STRUCTURE



POSITION PURPOSE

- The Principal Advisor - Mayor's Office provides strategic, communications and relationship support to enable the mayor to effectively lead, represent and advocate for the district.
- The role shapes and coordinates the mayor's external engagement and advocacy, ensuring they are well informed, well prepared, and well positioned to influence outcomes on matters affecting the Taupo District

Key Responsibilities:

Responsibility	Key Functions/outcome
Strategic advice and political insight	• Maintain awareness of the political, governance, and community environment. • Provide timely strategic advice to support the mayor in informed decision-making. • Identify emerging risks, issues, and opportunities. • Navigate complex and sensitive matters with sound judgement and discretion. • Prepare high-quality briefings and ensure the mayor is well informed on key matters and commitments.
Advocacy and representation	• Support the mayor to advocate for the district's interests locally, regionally, and nationally. • Identify and pursue opportunities to influence key decisions. • Ensure advocacy aligns with Council priorities and community interests. • Monitor progress on advocacy priorities and emerging opportunities.
Coordination and integration	• Ensure the mayor receives clear, concise, prioritised, and timely information to support effective decision-making and leadership. • Support the maintenance of strong, effective connections between the mayor, elected members, and the organisation. • Ensure key issues, decisions, and priorities are communicated consistently and understood across relevant stakeholders.
Communications	• Provide strategic communications and reputational advice to the mayor in partnership with the Communications Manager. • Ensure messaging supports the mayor's priorities, leadership, and public profile. • Prepare high-quality speeches, correspondence, and engagement materials. • Manage communications to and from the Mayor's Office effectively and in a timely manner, consistent, accurate, and aligned with Council priorities. • Ensure the mayor is briefed on all correspondence sent out under his name.
Community engagement	• Attend with and support the mayor at key community, stakeholder, and civic engagements where requested. • Ensure community feedback, issues, and requests are effectively captured, actioned, and followed up. • Support public consultation and community engagement activities as required.
Relationship management	• Build and maintain strong relationships with elected members, community organisations, stakeholders, and strategic partners. • Leverage relationships to advance Council priorities and support advocacy objectives. • Manage complex and sensitive situations with professionalism, tact, and sound judgement. • Ensure engagement with iwi, hapu, and whanau is undertaken respectfully and in accordance with appropriate tikanga and protocols.
Managing priorities and follow-through	• Ensure the mayor's time and attention is focused on key strategic, governance, and community priorities.

Responsibility	Key Functions/outcome
	- Monitor and coordinate follow-through on key issues, decisions, and commitments. - Maintain effective feedback loops with the community, stakeholders, and partners, ensuring matters are responded to and closed out appropriately.
Key relationships & international delegations	- Support the delivery of mayoral projects, initiatives, and key priorities. - Contribute positively to organisational improvement, collaboration, and change initiatives. - Maintain and strengthen sister city and strategic partner relationships. - Coordinate official visits, delegations, and travel arrangements to ensure successful outcomes. - Support the mayor in representing and promoting the district at local, regional, national, and international engagements.
Records and Reporting	- Maintain accurate and up-to-date records in accordance with organisational requirements. - Ensure reporting obligations are met in a timely and professional manner.
Health & Safety and Wellbeing	- Model a culture of safety and wellbeing. - 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 workplace. - Participate in local workplace safety management practices. - Participate in workplace wellbeing initiatives. - Ensure compliance under Health and Safety at Work Act 2015.
Emergency Management	Participate in civil defence emergency management (CDEM) events and training.

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
- Executive Team - Mayor and Councillors - Communications team - General staff - Internal iwi, hapu and whanau	- Media - Community members - Businesses and industry groups - Other government and local authorities - External iwi, hapu and whanau

ORGANISATIONAL BEHAVIOURS

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
• Relevant tertiary qualification • Full driver's licence	

Personal Attributes

Essential	Desirable
• Excellent communication skills • High emotional and social intelligence • Strong organisation and attention to detail • Ability to use initiative and judgement • Ability to build strong working relationships	• Confidence in public speaking

Competencies and Experience

Essential	Desirable
• Experience in a strategic or political advisory role • Ability to operate in complex, sensitive environments • Strong analytical and critical thinking skills • High level of discretion and confidentiality	• Local government 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		