

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (165 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement (the Council is one of only 10 organisations in NZ that are members of the IBM/Kenexa Best Workplaces 5 Year League).

## Living our Values

Our values are not voluntary suggestions; they are non-negotiable behaviours. Every STDC employee is expected to endorse and support the Council's strategy, goals and values and actively work to achieve them. This means behaving with a high level of professionalism and integrity by exhibiting courtesy and impartiality towards colleagues and the community.

## Values and Common Purpose



## About our District

### South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,000 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



# What this job involves

## Nature and Scope - What to Expect?

The purpose of this job is to provide leadership to the Community Development Team and lead the implementation of Town Revitalisation Plans (also referred to as Town Centre Masterplans). A key focus of the Community Development Manager role is providing end-to-end project management for Town Revitalisation Plans. This includes the facilitation of co-design groups for project identification and design, procurement, and works delivery. It is important to ensure that the voice of the community is at the heart of decision making throughout. This role also manages the regional Roadsafes Taranaki programme.

Do you have what it takes? - This is a busy role with plenty of variety. You will be responsible for the leadership of staff, and project management of Town Revitalisation Plans in Patea, Waverley, Eltham, Ōpunakē and Manaia, with associated budgeting and reporting. You will play a key role in building and maintaining relationships with iwi partners and will support a number of regional partnerships including the Regional Disability Coalition and The Wheelhouse. This role also includes the management of the Roadsafes Taranaki contract, with reporting requirements to partners, New Plymouth District Council and Stratford District Council.

About You – You are a talented team player with a university degree in a field related to Community Development, have experience in project management and have an understanding of project management principles. You have experience in working with individuals and community groups in a community development role and have the ability to engage with diverse groups of people. In addition, you have a “can-do” attitude, and are looking for a career transforming opportunity.

## Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

# The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hāwera and will lead the Community Development Unit. This unit works as a multi-skilled team, sharing workloads and providing a high level of customer service.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **17**. The salary range for this position is between **\$96,660pa and \$107,400pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

## Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview. The position will require flexibility as it will involve some evening and/or weekend meetings throughout the district.

## Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

# Applications

Please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

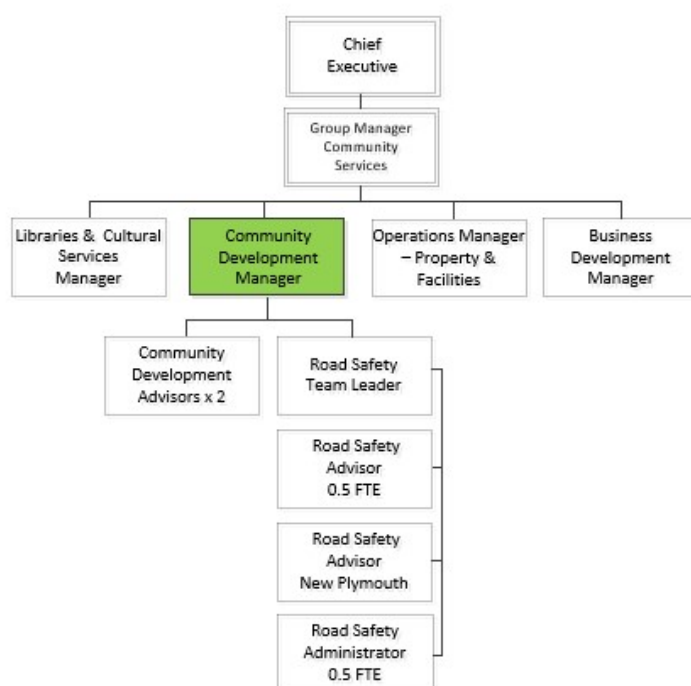
You will find the job description for the position and Council's Vision and Values on the next few pages.

**PEOPLE & CAPABILITY TEAM**

# Position Description

Position Details			
<b>Title:</b>	Community Engagement Manager		
<b>Unit:</b>	Community Engagement	<b>Group:</b>	Community
<b>Position Reports to:</b>	Group Manager - Community Services		
<b>Salary Grade:</b>	17	<b>Hours of Work:</b>	40
<b>Special Conditions:</b>	Nil		
<b>Staff Management:</b>	3	<b>Budget Responsibility:</b>	\$10,000
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	1 July 2013	<b>Date Last Reviewed:</b>	April 2024

Position Objective
<p>The purpose of this job is providing leadership to the Community Engagement Team and lead the implementation of Town Revitalisation Plans (also referred to a Town Centre Masterplans).</p> <p>A key focus of the Community Engagement Manager role is providing end to end project management for Town Revitalisation Plans. This includes the facilitation of co-design groups for project identification and design, procurement, and works delivery. It is important to ensure that the voice of the community is at the heart of decision making throughout.</p> <p>This role also manages the regional Roadsafes Taranaki programme.</p>





## Key Duties and Functions

### Staff Management

- Ensure competent staff are employed and empowered to operate with confidence and efficiency.
- Manage staff to ensure they work effectively, participate in training, and undertake their roles to a high standard.
- Foster and encourage positive relationships across the organisation and between units.
- Provide ongoing coaching to staff.

### Service Delivery

- Analyse issues and opportunities presented by community, elected members, staff and other stakeholders.
- Liaise and consult with stakeholders and lead community consultation.
- Develop strategies and recommend solutions.
- Report and make recommendations to Council and other stakeholders.
- Maintain and support a number of regional partnerships including the Regional Disability Coalition and Wheelhouse
- Provide support to elected members and Town Revitalisation co-design groups.
- Encourage collaboration between government and non-government agencies to aid community development projects and programmes.

### Project Management

- Project manage the implementation of the Town Centre Masterplans for Waverley, Pātea, Manaia, Eltham and Ōpunakē
- Ensure the organisation's project management and procurement framework is adhered to.
- Ensure that deadlines are met.
- Manage cross Council project teams.
- Secure external funding for Council projects as required.

### Roadsafe Taranaki

- Manage the relationship and reporting to Roadsafe partners; New Plymouth District Council and Stratford District Council. strategic partners and the Action Plan members.
- Manage the development of the Roadsafe Taranaki strategic plan with the co-ordinators.
- Manage the implementation of the programme, budgets and staff.

### Budget Management

- Prepare budgets as required.
- Programme and manage activities within budget.
- Report as required, detailing financial performance and progress on meeting agreed statements of service performance.
- Review programmes and activities to ensure constant improvements in service performance.

### Risk Management

- Ensure any known risks to the organisation are identified, mitigated and reported.

### Civil Defence

- Attend Emergency Management training at Foundation level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

### Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

**Health & Safety (Manager/Supervisor)**

- Provide visible leadership in Council's wellbeing, health and safety systems and practices to achieve a safe workplace for staff, contractors and visitors.
- Create a workplace culture that sees Wellbeing, Health and Safety as a critical element of business as usual.
- Proactively manage hazards and risks relative to your team exposures and activities including informing and supporting your team of these risks and their management.

**Other**

- Other duties as directed, within the skills and capabilities of the employee.

**Attributes and Capabilities****Building Collaborative Relationships**

- The ability to develop, maintain and strengthen partnerships with others inside and outside the organization.
- Genuine commitment to Te Ao Māori.

**Building Effective Teams**

- An experienced people leader who provides clear structure and expectations.
- Operates from a strong value set that aligns with the organisation.
- Organises a group of people to work together to meet the needs of the community.
- Builds trust within the team.
- Role model and encourage a culture that reflects Council values and a "one team" approach.
- Assesses team performance on an ongoing basis.
- Improves competence, building a high-performing team.

**Communication**

- Summarizes or paraphrases their understanding of what others have said to verify understanding and prevent miscommunication.
- Tailors written and verbal communications to effectively reach an audience.

**Conflict Resolution**

- Uses effective strategies to manage or resolve conflict in a positive way.
- Gains approval of a plan or idea by focusing on the benefits of the proposal to the audience.
- Utilizes appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service.
- Recognising and protecting the self-esteem of others.

**Negotiation**

- Utilises appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service.

**Customer Service**

- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer/community.

**Finance and Budget Management**

- Applies financial concepts and practices to establish and maintain realistic budgets and ensure decisions are fiscally sound and responsible.

**Forward Thinking**

- Notices trends in the community and develops plans to prepare for opportunities or problems.

**Political Acumen**

- Demonstrates confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.

**Problem Solving**

- Identifies and evaluates problems and possible causes to determine root causes and impacts.
- Identifies key people involved in evaluating solutions to the problem. Generates solutions,

taking into consideration political, organisational and individual realities.

**Project Management**

- Designs, implements and manages projects and directs the related resources, personnel and activities to successful completion.

**Strategic Thinking**

- Seeks innovation and imagines new and different futures that may lead to a change in how things are done.

**Working Independently**

- Completes work without direct instruction meeting all agreed deadlines and standards.

Knowledge, Experience, Qualifications & Skills
<b>Essential</b>
<ul style="list-style-type: none"><li>• Degree in a related field.</li><li>• Experience in project management.</li><li>• Experience in working with individuals and community groups in a community development role.</li><li>• The ability to engage with diverse groups of people.</li><li>• The ability to manage multiple projects.</li><li>• Understanding of and experience implementing project management principles</li><li>• Clean valid NZ Driver's Licence</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>• Understanding of advocacy, policies and local government and community systems.</li><li>• Understanding of approaches that focus on the strengths and assets of people and communities.</li><li>• Knowledge of the specific community you will work in.</li><li>• Experience in urban design.</li></ul>