

Manager – Corporate Planning

Responsible for the creation of the Long Term Plan and Annual Plan, ensuring compliance with statutory planning requirements under the Local Government Act 2002. This role involves effective programme management and coordination to deliver strategic and corporate plans, programmes and annual reporting. The Manager also provides leadership through ongoing coaching and mentoring and management of project programs.

Our tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Manager – Corporate Planning – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Plan and manage corporate planning processes for the Long Term Plan, Annual Plan and the non-financial components of the Annual Report ensuring that Council complies with statutory planning requirements and timeframes.
- Coordinate with various teams across the business to analyse submissions received on the Long Term Plan and Annual Plan.
- Lead the project working parties and support technical work stream to deliver outputs through effective decision-making and teamwork.
- Liaise with external auditors through the plan making process.
- Prepare and deliver reports to Council meetings as required.
- Manage and coordinate draft Annual Plan budget for consideration/approval by Council.
- Support the development, monitoring and reporting of performance measures in the annual report.
- Meet the financial targets agreed in consultation with the General Manager and achieve best value for money.
- Provide sound advice on relevant legislation to the General Manager and team members on changes, internal and external, which affects the area of responsibility.
- Risk reporting – understand and report on project and operational risk
- Continually monitor and improve systems, methods, efficiency and the quality of services provided to customers.
- Ensure that future demands on the group are anticipated and planned for where possible.
- Create a team environment that fosters and develops effective working relationships, high performance and service of the highest quality.
- Ensure team culture is aligned to our Tikanga, Mission and Vision.
- Ensure team members are mentored and coached effectively throughout recruitment, performance management and training and development.
- Monitor the performance and workloads of direct reports and staff members to ensure that objectives are met.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Ensure you and your team members accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Business related tertiary level qualification
- 10 years local council and corporate planning experience
- Proven project management skills – 5 yrs
- Preferably managerial experience
- Coordination and engagement skills
- Confident presentation and facilitation skills
- Administration and general planning skills
- Strong programme management experience leading Local Government Long Term Plan and Annual Plan processes and Annual Reporting
- Excellent analytical skills and understanding of financial reporting systems and requirements

- Strong writing skills supporting the ability to deliver effective project plans, proposals and reports
- Data capture, record keeping and version control experience and skills
- Confident with LGA methodologies and engagement experience
- The ability to lead and facilitate cross-functional project teams
- The ability to develop innovation and practical solutions/plans to meet the needs of the organisation

Additional Information

Financial responsibilities – \$50,000

Position Grade – 19

Organisation Chart – see below

