

# Job Description



## My Position

<b>Position:</b>	<b>Governance Manager</b>
<b>Section:</b>	Governance
<b>Group:</b>	Council Operations
<b>Responsible to:</b>	Chief Operating Officer
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• Senior Governance Advisor</li><li>• Governance Officer x 2</li><li>• Governance Support Officer</li><li>• Governance Specialist (fixed term)</li></ul>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To lead and manage the governance and democracy services requirements of Council that ensures a quality and efficient delivery of governance and democracy services, advice and support provided all times.</li><li>• To lead, support, coach and develop all members of the Governance team to be an effective customer centric team providing an exceptional service to the Council and the community.</li><li>• Manage an efficient and standardised committee secretarial service to Council and Elected Members, in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders.</li><li>• To utilise specialist local government and organisational knowledge to assist the Council to meet its organisational goals.</li><li>• To be a trusted and influential source of professional governance and democracy services advice.</li><li>• To oversee the electoral services functions for the Tasman District Council and undertake the role of Deputy Electoral Officer.</li><li>• To carry out the role of Pecuniary Interests Registrar.</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>
<b>Our Purpose:</b>	Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community
<b>Our Internal Vision:</b>	Tasman Inspired <i>Whakangiha Te Tai o Aorere</i> Driving value for Tasman's people and places <i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i>

## Our Values

We support our Vision and Mission through living our values.

**Auaha – Innovation**

**Manaakitanga - Caring / Sharing**

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow
- We show initiative and flexibility to respond to our communities' needs
- We seek diversity of views and challenge the status quo

**Kawenga - Responsibility**

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others
- We care about each other and actively engage in what we do
- We communicate in a way that shows we are approachable and care about others needs

**Whanaungatanga - Relationships**

- We actively seek to collaborate with colleagues, Iwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

**My Group**

**Role of the Council Operations Group**

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: operational governance, enterprise risk and procurement advice, legal services, communications and change management, programme and project management, people management, health, safety and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As second in command to the CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans and the reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

**My Key Result Areas**

<b>My Priorities</b>	
What am I supposed to do?	How well am I supposed to do it?
<p><b>Governance &amp; Democracy Services</b></p> <ul style="list-style-type: none"> <li>• Oversee the delivery of Council's governance and democracy services, advice, processes, documentation and reviews to ensure compliance with all relevant legislative requirements including:               <ul style="list-style-type: none"> <li>- Elected Members Interests Registers</li> <li>- Local Governance Statement</li> <li>- Representation reviews</li> <li>- Standing Orders</li> <li>- InfoCouncil</li> <li>- Elected members Code of Conduct</li> <li>- Elected members including induction, remuneration and expense reimbursement</li> <li>- Elections</li> </ul> </li> </ul>	<p><b>Governance &amp; Democracy Services</b></p> <ul style="list-style-type: none"> <li>• All democracy services processes and procedures comply with legislation and Council policy.</li> <li>• Council and the Executive Leadership Team are satisfied with the advice and recommendations given.</li> <li>• Committee Chairs confirm that effective and accurate advice and guidance is being provided.</li> <li>• The Elected Members Code of Conduct and Elected Members' Interest Register are up to date and available to all users and improvements are evident.</li> </ul>

<ul style="list-style-type: none"> <li>- Co-ordination of Council Committees and Community Board meeting procedures and secretarial services</li> <li>• Oversee Council and Committee reports to ensure statutory requirements are met.</li> <li>• Co-ordinate committee reviews and the committee appointment processes in accordance with LGOIMA, Council policy and Terms of Reference.</li> <li>• Identify legislative changes and new or emerging issues that may affect how Council undertakes its governance and democracy services responsibilities.</li> <li>• Provide professional, consistent, accurate, timely and proactive advice to staff, Mayor, Councillors, Community Board Members and chairs.</li> </ul>	<ul style="list-style-type: none"> <li>• A consistent application of governance processes by the Executive Assistants group is evident.</li> <li>• All meeting processes comply with the Council guidelines, and with LGA and LGOMIA requirements.</li> <li>• Positive feedback from staff and stakeholders confirms advice given is accurate and legislatively compliant and undertaken in a pleasant, efficient and effective way.</li> <li>• Acknowledged by others as an expert in Governance policies, practices and protocols for the Council.</li> <li>• Governance and InfoCouncil knowledge training is evident and regularly made available to all staff.</li> </ul>
<p><b>Elected Members</b></p> <ul style="list-style-type: none"> <li>• Oversee the provision of post-election support for triennial and bi-elections, including correct procedures for establishment of Council, Committees, delegations, code of practice and induction for newly elected members.</li> <li>• Oversee the development of elected member induction packs and development, co-ordination and delivery of elected member development programme for the triennium.</li> <li>• Manage and carry out elected members Code of Conduct investigations as required.</li> <li>• Advise on remuneration, allowances and expenditure procedures of the elected members.</li> <li>• Implement remuneration related policies and requests of the Remuneration Authority and/or Local Government NZ, in all their dealings with Council.</li> <li>• Provide advice and assistance in the setting and management of internal budgets for the democratic processes.</li> </ul>	<p><b>Elected Members</b></p> <ul style="list-style-type: none"> <li>• Newly elected members are provided with all the resources and information they require to be effective in their roles and are supported throughout the triennium.</li> <li>• Council meets its obligation under the Electoral Act.</li> <li>• Timely response to all correspondence from the Remuneration Authority are evident.</li> <li>• Remuneration and Expenditure policies exist and meet statutory and budget requirements.</li> <li>• The provision of advice and assistance is evident, adds value, and ensures the fair and accurate distribution of the remuneration, including processes to be adopted to address any surplus or shortfall.</li> </ul>
<p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• Oversee the Council's Electoral responsibilities for the Tasman District Council as set out in the Local Electoral Act 2001.</li> <li>• Manage the delivery of post-election administrative support for triennial and bi-elections, including correct procedures for establishment of Council, Committees, delegations, code of practice and induction for newly elected members and updating the Local Governance Statement.</li> </ul>	<p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• Elections and any by-elections, or Council polls are conducted in terms of legislative requirements.</li> <li>• Newly elected members are provided with all the resources and information they require to be effective in their roles.</li> </ul>

## My Management & Planning

**Strategic Focus**

- I am actively contributing to the Long Term Plan (LTP) process and the delivery of the Community Outcomes and any significant issues and risks are raised and addressed quickly and efficiently.
- I take ownership for planning, prioritising and delivering on the expected levels of service for my Section.
- I provide sound advice, recommendations, updates and reporting to the Executive Leadership Team (ELT) and Council to keep them well informed on the activities of my Section.

**Annual Business Planning**

- I am accountable for developing and delivering or implementing my Section's strategic and operational activities and I ensure these align to Council's Vision and strategic goals.

<ul style="list-style-type: none"> <li>• I proactively contribute to and take responsibility for the development and preparation of the Annual Plan and Activity Management Plans (AMPs).</li> <li>• I am capable of proactively managing risks, responding to an escalated risk and supporting those who are managing risk.</li> </ul>
<p><b>Business Improvement</b></p> <ul style="list-style-type: none"> <li>• I actively lead, seek out, promote innovative business process solutions, ideas and change initiatives that improve my Section's service levels and deliver on the goals of Council's business improvement programmes.</li> <li>• I regularly monitor the performance and effectiveness of processes I am responsible for.</li> <li>• I demonstrate and role model flexibility, agility, adaptability and a willingness to be open to feedback as an opportunity for service delivery improvements.</li> </ul>
<p><b>Financial Management &amp; Performance</b></p> <ul style="list-style-type: none"> <li>• I am accountable for, and actively manage my budgets and my end of year results for my Section are within budget and exceptions are understood.</li> <li>• I take ownership of my Section budgeting, tracking and forecasting and this delivers an efficient and cost effective service.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• I develop and maintain strong working relationships with my colleagues and behave in a way that help us gain the trust and confidence of our community, Iwi and stakeholders.</li> <li>• I demonstrate strong interpersonal relations, collaboration, integrity, managerial courage and communication skills in all my interactions with others.</li> <li>• I communicate using a tone of voice that reflects the Council's values at all times, and I actively ensure all members of my Section do likewise.</li> </ul>

## My Health and Safety Responsibilities

<p><b>Health and Safety Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for the safe management of my Section's activities, and I proactively monitor and manage health, safety and wellbeing risks.</li> <li>• I comply and co-operate with the Council's health and safety systems, policies and procedures and ensure that I give effect to current legislation, regulations and good practice.</li> <li>• I champion and promote a safe and healthy workplace and have regular team discussions on health, safety, wellbeing and risks.</li> <li>• I escalate matters to my Group Manager for approval to commit money and resources beyond my delegation if needed to ensure, as far as it's reasonably practicable, the health and safety of any worker or person in a workplace for which I am operationally responsible for.</li> </ul>
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## My Leadership

<p><b>Team Leadership &amp; Engagement</b></p> <ul style="list-style-type: none"> <li>• I act as good role model, am an enabler of change and demonstrate a leadership style that creates a positive environment that fosters, develops and promotes engagement and collaboration.</li> <li>• I create a team culture of fairness and belonging, where all members of my Section are and feel valued.</li> <li>• I provide opportunities for my team to participate and be included in decision making that may impact on their individual or team performance outputs.</li> <li>• I openly celebrate success and tell the stories around how problems are identified and resolved.</li> </ul>
<p><b>Team Performance Management</b></p> <ul style="list-style-type: none"> <li>• I effectively lead, enable and hold others accountable for delivering on our Section work programme and Council's strategic goals and performance objectives.</li> <li>• I provide effective support and proactively assess my team's workload and reallocate workloads when needed.</li> <li>• I make sure my team understand their statutory delegations and apply these correctly.</li> <li>• I make sure reports to Council prepared by my team meet the expected standards and format.</li> <li>• I understand the data and information generated by my team is an important Council asset and I use this data and systems to drive performance, quality decision-making and improved service delivery.</li> </ul>
<p><b>Team Professional Development</b></p> <ul style="list-style-type: none"> <li>• I make sure everyone in my team has clear annual performance goals and measures that are aligned with Council's strategic goals, and I meet with them regularly to discuss and review progress.</li> </ul>

- I have regular development, mentoring, coaching, feedback performance conversations with my team, I understand their career goals and encourage participation in appropriate training opportunities.
- I make sure appropriate succession planning is in place for my team and there are clear links to individual's career development plans.

#### **Team Recruitment & Induction**

- I take an active responsibility for the recruitment of the 'right person in the right job'.
- I actively participate in and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

## My Contribution

### **Accountability**

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

### **Customer Focus**

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

### **Relationship Building**

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and am supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

### **Resilience & Adaptability**

- I support new ways of working and am able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

### **Motivation & Drive**

- I take responsibility for my own learning and development and welcome feedback to improve my performance.
- I effectively plan, manage and prioritise my work and deliver it on time.
- I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.

### **Collaboration & Inclusion**

- I actively contribute to the achievement of team goals and objectives.
- I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.

### **Civil Defence Emergency Management**

- I provide assistance and support during civil defence / emergency management activities.
- I participate in civil defence and emergency management training.

### **Working within te ao Māori**

- I have a sound understanding of the Council's Te Tiriti o Waitangi obligations (where role requires this).
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Iwi.

## My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I also have staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- A Degree in a related field.
- A minimum of five years local government or large organisation and a minimum of five years' experience in a management or senior governance advisory role.
- A sound working knowledge of the relevant statutes and regulations relating to this position and a practical knowledge of the relevant Local Government administration procedures.
- An extensive sound working knowledge of the legislation relevant to a Council environment.
- Demonstrated ability to operate at both a strategic and operational level.
- Proven experience in staff leadership, development and mentoring.
- Experience in project management is desirable.

### My Personal Attributes:

- Excellent interpersonal, communication and report writing skills are essential.
- Consistently models the right behaviours, values and integrity for a Local Government environment.
- Pleasant, friendly outgoing manner.
- Strong focus on customer service and reputation awareness.
- Must be very well organised and able to manage a diverse workload.
- Initiative and good judgement with an aptitude for solving problems.
- An ability to be discreet and maintain complete confidentiality.
- Diplomatic and capable of managing a wide range of business and community relationships and situations.
- Proven ability to relate to a wide range of people and a proven commitment to quality customer service and team work.
- Strong ability to effectively and concisely present information to Council, management or members of the public.
- Good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Maori.
- Be self motivated and is experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Strong focus on continuous improvement and supporting positive change.

## My Agreement

My Name:

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My Signature:

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Date:

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