

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 (208 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 strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

## Values and Common Purpose



**MAKING OUR** *communities* **BETTER**

## 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 30,400 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

The Governance Team Leader is a leadership role responsible for the effective delivery of the Council's democratic, governance and administration functions. The role provides strategic and operational oversight of governance services, ensuring that Council, committee and community board processes are well managed, compliant with legislation, and enable sound, transparent decision-making. It is the key source of professional governance advice for elected members, the Chief Executive and senior leaders, with a strong focus on statutory obligations, political awareness, and organisational integrity.

The role combines governance leadership with people and service management responsibilities. It leads a specialist team, manages budgets and performance, oversees elections and representation reviews, and ensures high-quality administrative support across the organisation. The position operates in a complex and highly visible environment, requiring sound judgment, strong stakeholder relationships, and the ability to balance legal compliance, democratic principles, and organisational priorities.

## 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 report directly to the Head of Strategy and Governance.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **14**. The salary range for this position is between **\$83,430pa and \$92,700pa** 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.

## 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

If you would like to join NZ's most "Can Do Council", 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>	Governance Team Leader		
<b>Unit:</b>	Governance & Strategy	<b>Group:</b>	Corporate Services
<b>Position Reports to:</b>	Head of Governance & Strategy		
<b>Salary Grade:</b>	14	<b>Staff Management:</b>	5
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	2024	<b>Date Last Reviewed:</b>	March 2026

Position Objective
<p>The purpose of this position is to manage the democratic process for the Council and provide quality governance services to elected members, including meeting management, representative reviews, triennial elections, any by-elections and subsequent induction and training programmes for elected members.</p> <p>The role is also responsible for ensuring the effective delivery of administrative duties to the organisation.</p>



Important Functional Relationships	
Internal	Purpose of Contact
Leadership Team	Provide advice and guidance on governance processes, protocols, and statutory requirements (for example, Standing Orders, delegations, and codes of conduct).
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roading, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.

External	Purpose of Contact
Elected Members (Mayor, Councillors and Community Board members)	Provide governance advice, meeting support, and ensure compliance with statutory and governance requirements.
Iwi	Support partnership commitments and culturally appropriate engagement with iwi.
General Public	Facilitate consultation, submissions, and public participation in democratic processes.
Electoral Officials/Commission	Plan and deliver elections and by-elections in accordance with legislation. Coordinate enrolment, promotion, advertising standards, and election compliance.
Local Authorities/Joint Committees	Coordinate shared governance arrangements and joint committee processes.
Sector Bodies (LGNZ, SOLGM)	Access governance guidance, training, and sector best practice.
Government Agencies	Ensure compliance with governance legislation and respond to statutory inquiries.

## Position Duties and Functions

### Operational Responsibilities

- Manage the provision of an efficient and professional governance service for the Council, its Committees, Community Boards, Joint Committees and other forums and quasi-Council bodies.
- Manage the effective implementation of Council's statutory governance obligations in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, Local Electoral Act 2021, Standing Orders, the Code of Conduct and any other Act or legislation, ensuring all legislative requirements are met.
- Provide professional advice to the Chief Executive, Group Managers and other staff on governance matters.
- Manage the communication with elected members regarding meetings and workshops and the distribution of agendas and related papers.
- Oversee elected members' remuneration in accordance with determination schedules set by the Remuneration Authority.
- Manage consultation processes for the Council.
- Develop an annual programme of work for the Governance team.
- Ensure all administrative activities for leadership team members and their management teams are undertaken to a high standard.
- Ensure the fleet administrative tasks and requests through [fleet@stdc.govt.nz](mailto:fleet@stdc.govt.nz) including vehicle checks and coordinating maintenance of the pool vehicles are undertaken to a high standard.
- Coordinate large mail outs with printing, enveloping and sending.
- Coordinate all travel and training requests.
- Ensure stationery, office supplies, uniform and PPE is ordered as required and records are maintained.
- Ensure charging and journaling of stationery, printing and printers for the organisation is undertaken.
- Ensure minutes of internal meetings and any other meetings are undertaken as required within the required timeframes.
- Ensure meetings and events are coordinated, including catering and venues.
- Ensure the cafeteria and Council Chamber kitchens are clean and tidy.

### Reporting and Documentation

- Manage the preparation, adoption and review of key governance documents including the Code(s) of Conduct, Local Governance Statement, Standing Orders, Triennial Agreement and Delegations for the Council, its Committees and Community Boards.
- Manage the follow-up meeting system eg Items for Action.

### Special Projects

- Manage the Council's representation reviews, triennial elections and any by-elections.
- Assist the Chief Executive who has responsibilities for promotion and public participation in elections.

- Manage the induction process for elected members.
  - Manage the elected members' professional development and training beyond induction.
- Stakeholder Engagement and Education**
- Provide training for staff in relation to report writing and governance processes and protocols.

## Generic Duties and Functions

**Staff Management** Recruit and support competent staff, empowering them to work confidently and efficiently.

- Actively engage in the Performance Management process.
- Identify and promote relevant training and development opportunities, encouraging staff participation and providing clear context and objectives.
- Maintain effective communication of current activities, priorities, and policies.
- Ensure necessary resources are in place to achieve defined business goals.

**Budget and Financial Management**

- Prepare and manage budgets aligned with the Council's Long-Term Plan (LTP), Annual Plan, and financial policies.
- Monitor actual expenditure against budget and report variances with appropriate commentary and corrective actions.
- Provide timely and accurate financial reports to the Unit Manager and Finance team.
- Identify financial risks and opportunities and contribute to long-term financial planning and forecasting.

**Non-Financial Performance Management**

- Monitor and report on non-financial performance measures, including service levels, community satisfaction, and operational KPIs.
- Ensure delivery of agreed service outcomes in line with Council's strategic objectives and community expectations.
- Contribute to continuous improvement by identifying opportunities to enhance service quality, efficiency, and responsiveness.
- Collaborate with internal teams to ensure alignment between service delivery and organisational goals.

**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 manages hazards and risks relative to your team exposures and activities including informing and supporting your team of these risks and their management.

**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.

**Civil Defence**

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

**Iwi/Council Partnerships**

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

**Other**

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

## Attributes and Capabilities

### Accountability

- Responsibility for the job or task he or she is required to do based on rules and regulations.
- Takes pro-active, self-directed and self-motivated actions to achieve objectives and outcomes.
- Can be relied upon to ensure that tasks within areas of specific responsibility are completed in a timely manner.

### Building Collaborative Relationships

- Tries to build relationships with people whose assistance, cooperation, and support may be needed.
- Provides assistance, information, and support to others to build a basis for future reciprocity.

### Communication

- Tailors written communications to effectively reach an audience.
- Expresses ideas clearly and concisely.

### 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.
- Recognises different customer service styles and adjusts own service style to achieve the right balance between the needs of the organization and the customer.
- Uses effective strategies to manage or resolve conflict in a positive way.

### Empowers Others

- The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
- Encourages individuals and groups to set their own goals, consistent with business goals.
- Encourages groups to resolve problems on their own; avoids prescribing a solution.

### Fostering Teamwork

- Seeks opportunities to work on teams as a means to develop experience, and knowledge.
- Provides assistance, information, or other support to others, to build or maintain relationships with them.
- Provides opportunities for people to learn to work together as a team.
- Promotes cooperation with other work units.
- Recognises and encourages the behaviours that contribute to teamwork.

### Interpersonal Awareness

- Understands the unspoken meaning in a situation.
- Finds non-threatening ways to approach others about sensitive issues.
- Makes others feel comfortable by responding in ways that convey interest in what they have to say.

### Leadership

- Identifies personal leadership strengths and weaknesses.
- Understands the difference between leadership and management.
- Recognises factors of effective leadership.

### Performance Management

- Take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- Takes significant action to develop skills needed for effectiveness in current or future job.
- Stays informed about employees' progress and performance through both formal methods (e.g., status reports) and informal methods (e.g., management by walking around).
- Deals firmly and promptly with performance problems; lets people know what is expected of them and when.

### Political Acumen

- Understands the political environment, management priorities, staff roles and responsibilities.
- Exhibits confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.
- Develops and maintains professional relationships and networks, within and beyond the established structures.

- Supports participants within the structure to create a positive environment in which people feel safe and comfortable.

## Knowledge, Experience, Qualifications & Skills

### Essential

Diploma in Business Studies, political or legal – level 5.  
 Knowledge and understanding of Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, Local Electoral Act 2021 and other relevant legislation and the application of standing orders.  
 Demonstrated experience (1-3 years') in governance and democracy services.  
 Demonstrated experience in the development of policies and procedures in the governance area.  
 Demonstrated experience in the management of elections.  
 Ability to provide high level advice and support to Council to maintain and improve the overall management of the governance area.  
 Computer literacy including advanced skills in Microsoft Office.  
 A valid NZ full or restricted driver's licence.

### Desirable

Proven management and leadership skills.  
 Knowledge of Tikanga Māori.

### Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

### Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.