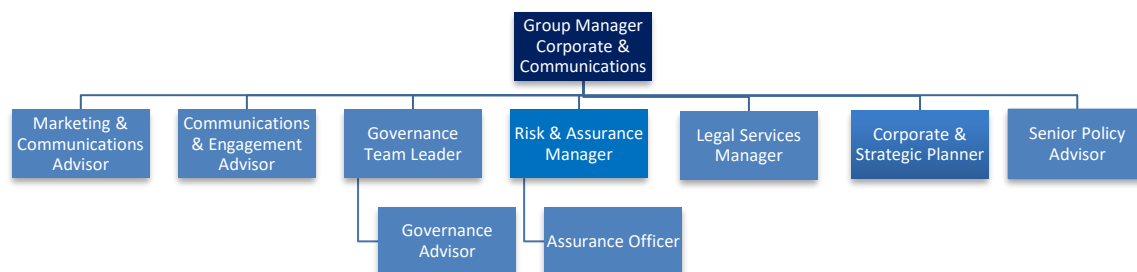


Position Description: Corporate and Strategic Planner

Business Group	Corporate and Communications
Reports To	Group Manager Corporate and Communications
Direct Reports	Nil
Date	May 2024
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Corporate and Communications (“Group”) is responsible for the delivery of Strategy Communications, Corporate Planning, Risk and Assurance, Policy, Legal and Governance to the Timaru District Council (“Council”). The function is positioned to play a key role in Council strategic planning and decision making by taking responsibility for the provision of high level Group advice and analysis. The Group will ensure compliance and minimise risk in all areas of Council. It will support Council’s strategic commercial decisions for

maximum value and minimal risk as appropriate. A further key objective of the Group is to work collaboratively across Council and the Community to determine priorities and develop integrated solutions that are best for the Timaru District as a whole.

Purpose of the Position

The Corporate and Strategic Planner is responsible for developing the long-term and annual planning and reporting, strategies, policies, and local community plans for the district, managing corporate performance reporting, and providing strategic planning support to council departments.

The Corporate and Strategic Planner role is designed to ensure that Council’s planning and reporting requirements under the Local Government Act 2002 are met, including:

- Leading the development and preparation of Council’s Long Term Plan, Annual Plan, Annual Report, and Pre-Election Report in a timely manner to meet statutory requirements
- Overseeing the management, development, and implementation of community engagement and consultation processes for the above documents
- Supporting the wider Strategy and Corporate Planning functions for the Council as required

The main areas of concentration for this role will be to focus on bringing together the work of all the activity units of Council into an overall picture through the Long Term Plan and Annual Plan process and reporting against progress in the implementation of these plans. Associated with this role will be a high level of interaction with other Council units. Hence, a key requirement is to establish and maintain a positive working relationship between internal stakeholders

Key Relationships / Customers

External	Internal
The Timaru District Community	Mayor
Community Groups	Elected Members
Representatives of local iwi	Community Board and Committees
Other relevant public or private sector organisations	Senior Leadership Team
Other relevant public/private sector organisations such as Audit NZ	Unit Managers
Consultants	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Corporate and Strategic Planning and Reporting

1. Lead in the preparation, development, and production of the Council's Long Term Plan, Annual Plan, Annual Report, and Pre-Election Report.
2. Develop supporting policies and strategies relating to corporate planning and provide strategic advice to council departments.
3. Identify and implement opportunities to improve the effectiveness of Council's corporate planning and reporting in partnership with other team members.
4. Lead the writing of non-financial sections of Council's corporate planning documents and associated consultation and promotional materials, including for Council's website.
5. Work closely with the Council, Council Management and Officers in the development and preparation of statutory documents.
6. Keep up to date with legislative and regional issues impacting on the development of Council's statutory documents.
7. Provide Senior Managers and Council with practical advice on the requirements of the Local Government Act.

Quarterly & Performance Reporting

1. Work with Council groups to identify performance targets and develop measures that enable Council to determine whether service levels for activities have been met.
2. Contribute to preparation of reports for monitoring the current state of the district.
3. Coordinate the preparation of quarterly reports for management and Council.
4. Collate results and comment from managers for inclusion in quarterly and annual reports.

5. Liaise with and collate data from managers for inclusion in regular non-financial and annual reports.
6. Monitor the quality of reporting against non-financial performance targets and data collection and develop improvements to non-financial reporting processes.
7. Assist with the development and maintenance of organisational corporate performance reporting systems and procedures (e.g. OPAL3) for Council's statutory corporate planning and reporting documents in partnership with other staff.

Consultation and Community Engagement

1. In partnership with team members and other staff, facilitate and develop:
 - a. Consultation and engagement processes for the Council's statutory documents and other issues and policies.
 - b. Community engagement plans for Council's statutory documents and other issues and policies.
 - c. Community engagement and consultation initiatives as required.
2. Assist the management of the Council consultation system (e.g. TDC Consult), including for consultation processes not related to statutory planning documents.
3. Manage submission processes for Long Term and Annual Plan processes and other issues and policies where required.
4. Work with the communications team to ensure the voice of the community is reflected to Council.

Environmental Monitoring and other LGA requirements

1. Assist in the preparation, development and production of reports and publications for other Local Government Act requirements, including Council's Pre-Election Report and Local Governance Statement to legislative and Council requirements.
2. Manage the delivery of Council's regular community monitoring surveys.

3. Contribute to Council investigations and submissions where required relating to changes in central government policy/legislation where they affect Timaru District and/or its communities.
4. Compile District demographic, financial and activity statistics in a user-friendly format to assist decision-making.
5. Contribute to preparation of reports for monitoring the current state of the district.
6. Facilitate and participate in working groups or project teams as required, including preparation of agendas and taking of minutes.

Strategic Support and Development

1. Provide support and advice across council units to ensure strategies align with council's strategic goals and long-term vision as set out in Long Term Plan.
2. Ensure through corporate reporting analysis that the council is in line with the strategic goals set out in the Long-Term Plan.

General

1. Undertake specific projects as directed to assist Council to implement requirements of the Local Government Act.
2. Provide administrative support to projects as required.
3. Undertake other projects and tasks as required.
4. Actively engage in setting own goals and objectives.
5. Assist with other duties as reasonably required by the Group Manager Corporate and Communications.
6. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
7. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
8. To be actively involved in Civil Defence Emergency Management when required.

9. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
10. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Degree in Social Science, Law, Public Policy or related field.
Desired Qualification	Post Graduate Degree in Social Science, Law, Public Policy or related field, and Project Management Qualification.
Minimum Experience	3+ years Relevant experience in corporate planning or related field, preferably gained in central or local government.
Desired Experience	5+ years' experience in corporate planning, interpreting legislation, knowledge of public policy with a sound understanding of the Local Government sector and legislation. Project management experience.

Key Competencies / Skills / Knowledge

- Exceptional writing ability and can convey complex information in a concise and understandable format for elected members and the public.
- Experience with interpreting legislation and knowledge of public policy.
- Sound understanding of the Local Government sector and legislation.
- Strong knowledge of Local Government Act
- Project management experience.
- Large document management experience through to web and print-ready copy.
- Strong interpersonal skills and experience in dealing with a wide range of stakeholders to create a win-win scenario.
- Ability to communicate with a wide variety of groups and individuals.

- Excellent ability to plan, determine priorities, and organise work to meet deadlines.
- Ability to give and receive constructive feedback.
- Ability to work as a team player as part of a small and dynamic team.
- Attention to detail.
- Ability to read and understand legislation.
- Ability to see the big picture but still get the detail right.
- Ability to bring together complex information from different sources into a meaningful picture.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Ability to think outside the square.
- Excellent computer skills, including Microsoft Office suite of products
- High level of honesty, integrity, confidentiality and a trustworthy manner

Stephen Doran
**Group Manager, Corporate
 & Communications**

Corporate and Strategic Planner

Date

Date