

## Position Description

<b>Position title:</b>	Deputy Chief Executive (advocacy/policy/influence)
<b>Reports to:</b>	Chief Executive
<b>Direct reports:</b>	Policy Manager Team Coordinator
<b>Location:</b>	Wellington
<b>Collaborative relationships:</b>	CE, Leadership Team, all staff, President, Vice President, National Council, advisory groups, members, Ministers, opposition parties, central government officials and agencies, NGO and stakeholders

### About LGNZ

Local Government New Zealand (LGNZ) provides the vision and voice for local democracy in Aotearoa. We have a bold new ambition to create the most active and inclusive local democracy in the world. And we're looking for talented, passionate people to help us make that a reality.

As an organisation LGNZ supports and advocates for councils across New Zealand, ensuring the needs and priorities of their communities and residents are heard loud and clear at the highest levels of central government. We empower councils who know their communities best and will support them to thrive - culturally, economically, socially and environmentally. We are led by a National Council of elected members from across New Zealand and our focus is on being future-fit, proactive and inclusive in all that we do - from influence, policy development, connection and advocacy, to supporting capability building through advice, consultancy and training. We believe that to grow a great New Zealand, we need thriving local communities and a strong local government.

### Purpose of the position

The Deputy Chief Executive will be an integral part of a close-knit collaborative leadership team. The role is responsible for providing strategic leadership for LGNZ's policy, thought leadership, advocacy and political strategy in an evolving and complex environment of change. You will play a critical role in shaping the way LGNZ collaborates and informs its policy and advocacy priorities and functions. You will also play an integral role in building positive, collaborative, influential and productive relationships with key stakeholders, building credibility and enabling LGNZ to be local democracy's vision and voice. This role will proactively develop and promote the interests and reputation of LGNZ as an impactful policy and advocacy organisation in our complex stakeholder environment.

The Deputy Chief Executive will work with the Leadership Team, to translate the strategic objectives of LGNZ into reality, while developing and leading a team which consistently delivers value to the membership and stakeholders.

## **Key accountabilities**

### **Advocacy, Policy and Stakeholder Management**

- Your sophisticated understanding of the change context that the local government sector is in will enable you to lead advocacy work through well developed, comprehensive and analytically robust policy positions on key advocacy issues in the current environment.
- Interface and build strong influential relationships with Ministers, the opposition, political advisors, central government officials and others including media, sector groups, iwi/Māori, business groups, NGOs and other relevant agencies, and advocate for LGNZ, the membership and the wider local government sector at senior political levels.
- Work with the Policy Manager, the Leadership Team and across teams, to ensure the consistent use of key messaging across the organisation and that LGNZ's position is represented on complex issues with key stakeholder groups including Ministers, opposition parties, officials, the membership, and other relevant bodies.
- Consistently challenge central government to think broadly across all of its portfolios to ensure an integrated and strategic approach to any reform and environmental change that impacts on communities.
- Develop and maintain LGNZ's reputation as an authority on sector matters and commitment to evidence based policy development.
- Proactively develop and maintain positive working relationships with member authorities, elected members, National Council, local government officials and iwi/Māori to support an effective interface between LGNZ and its membership and ensure all voices are brought to the table.
- Develop, implement and review strategies for engaging the membership in policy development and advocacy processes, to ensure that the sector's views are heard and understood.
- Project manage advocacy priorities and their fulfilment by regularly reviewing and updating priorities based on changing needs identified by the membership, the National Council, and staff.
- Assess and anticipate risks and opportunities which may arise out of high profile/sensitive issues and work with the Leadership Team and across teams to develop communications and advocacy strategies for managing these.
- Champion LGNZ and the local government at every opportunity.

### **Financial**

- Manage budgets assigned to the position (line and project budgets) ensuring that all targets for end-of-year financial out-turns are met. This includes exercising financial prudence and cooperating with other members of the Leadership Team and the Finance Manager, to produce financial reports for the National Council.
- Provide financial reporting and information to the Finance Manager relating to your remit as required.

## **Organisation Strategy and Innovation**

- Take an active role in developing and implementing the LGNZ strategic plan, with a special focus on delivering the key strategic levers and organisational performance.
- Effectively operationalise the strategic plan by communicating the goals and direction with the team, ensuring a strong understanding of the part each role plays in delivery.

## **Leadership**

- Maintain strong collaborative relationships with LGNZ leaders, providing support, advice and thought leadership to drive organisational performance and strong leadership culture.
- Provide leadership and line management to direct reports, building and develop a high-performing and values-based team that is engaged and connected to the bigger picture.
- Act as an ambassador for the culture and values of LGNZ by demonstrating them in all dealings with stakeholders and other staff members.
- Share expertise and knowledge within your team, across wider LGNZ and key stakeholders.
- Identify resourcing needs to enable business strategy and work with the People and Culture Manager to recruit and onboard the right people.
- Provide proactive leadership to the team, fostering a collaborative, positive and supportive environment so that all employees can thrive.
- Provide regular performance feedback to ensure the team understand and actively work towards achieving their performance goals.
- Work with the People and Culture Manager to identify training needs and develop growth plans to promote a high performing team.

## **Health and Wellbeing**

- Engage with the wider team to develop initiatives to inspire organisational commitment to health and wellbeing.
- Display commitment through actively supporting all health, safety, and wellbeing initiatives.
- Promote and advocate staff wellbeing, acting as the LGNZ champion for wellbeing.
- Promote, champion, and drive continual improvement in health and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

## Key competencies

- A creative and innovative thinker who's not afraid to challenge the status quo, come up with clever solutions and has the can do attitude to make them happen.
- Proven interpersonal and influencing skills including the ability to develop effective working relationships with a range of stakeholders.
- An ability to quickly synthesise complex information and identify key issues and impacts.
- A sophisticated political operator with an in-depth understanding of the machinery of government.
- Demonstrated knowledge of Mātauranga Māori including Treaty obligations, te reo, tikanga, and kaupapa Māori.
- In-depth knowledge and understanding of local government.
- An ability to develop innovative and dynamic responses to complex issues and the nous to bring others along with you.
- Highly developed interpersonal skills to manage a broad range of stakeholders, developing networks, and negotiating and influencing.
- An effective communicator (written and verbal) with brilliant plain English skills and the ability to write in a variety of styles for different audiences.
- A confident public speaker and presenter with great meeting facilitation skills.
- An empathetic leader capable of building and nurturing a high performing team.

## Key qualifications and experience

- Tertiary level qualification (or equivalent) in relevant discipline.
- At least five years of relevant professional experience working in advocacy, policy communications, media, government/public relations at a senior leadership level.
- A proven record of implementing advocacy and political strategies at strategic level.
- An established network of senior stakeholders across central government and relevant NGOs, and ideally networks or exposure to the local government sector.
- Experience of direct influencing, advocacy, working with a broad range of stakeholders, policy development and commissioning and managing research.
- Proven experience developing strategic plans and their implementation as well as managing projects, budgets, and resources.
- Superior leadership skills with a demonstrated ability to build high performing teams.