



## **POSITION DESCRIPTION**

**Position title** Chief Executive / Tumuaki  
**Reports to** Palmerston North City Council (Mayor and Councillors)

### **Background**

The Palmerston North City Council is responsible for governing a city of approximately 90,000 people. It contains an area of more than 32,500 hectares, covering both urban and rural locations.

The local economy is supported predominantly by the tertiary education, agri-food, defence, logistics and distribution, and health sectors. The city performs as a critical central hub for the region for retail, government services, sport, events and employment. It is situated in the lower half of the North Island a little less than 2 hours drive from Wellington, the national capital.

As a refugee resettlement centre the city has a diverse population and embraces its multicultural community. The Council recognises Rangitāne o Manawatū as mana whenua and has strengthened this partnership in the last five years.

The Chief Executive reports to a Council consisting of the Mayor, elected at large, and 15 councillors elected at large. (In the coming election the Council will be a Mayor, 13 general Councillors and 2 Māori ward Councillors). The Chief Executive is the employer of all staff and contractors on behalf of the Council.

The Organisation currently employs approximately 620 Full Time Equivalent staff. The scope of Council functions is broad (see Annual Report).

## Palmerston North City Council

The Chief Executive exercises their delegations regarding the following:

Population	90,400 (2020 Stats NZ estimate)
Total Operating Revenue	\$137 million (2021)
Net Assets	\$181 million (2021)
Capital Expenditure	\$104 million (21/22 Annual Budget)
Permanent staff	620 full time equivalents (2021)

### Stakeholders

The CE must maintain a close working relationship with the Mayor and Councillors and the members of the Executive Leadership Team.

The CE must work in partnership with:

- Rangitāne o Manawatū
- Residents and ratepayers
- Businesses including developers
- Community and For Purpose sector
- Other local authorities in the region and in the broader sector
- Government agencies especially Kāinga Ora, Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development, Ministry for the Environment - Manatū Mō Te Taiao, and the Ministry of Business, Innovation and Employment – Hīkina Whakatutuki.

The CE must build and maintain excellent networks to enable partnerships that help Palmerston North City to develop and grow.

### The Chief Executive's Accountabilities

The primary purpose of this position is to ensure that:

- Maintaining and strengthening of the relationship with Rangitāne.
- The organisation's strategic purpose and key results, as defined from time to time by the elected members of the Council, are achieved in an efficient and effective manner
- Undesirable situations and circumstances that might prevent the strategic purpose and key results from being achieved are avoided and/or mitigated
- The Organisation's operations are competently managed to achieve high levels of effectiveness and efficiency
- Careful leadership and custodianship of Council's assets, finances and people

- There is an effective partnership between the elected members of the Council and the Chief Executive and the Council receives advice and support that assists it to discharge its stewardship and fiduciary responsibilities effectively
- The Council is a Good Employer and staff of the operational arm of the Council are well led, and their welfare is a priority
- The reputation of the Palmerston North City Council is enhanced

## **Areas of Critical Success**

The Council's vision is "Small city benefits, big city ambition". Its key goals are:

- Innovative and growing city
- Creative and exciting city
- Connected and safe community
- Eco city
- Driven and Enabling Council

The Council has recently rebranded to align to its growing reputation as the food innovation capital of New Zealand.

Significant Council Projects include:

- Wastewater consent renewal
- Residential growth
- Te Utanganui – Central NZ distribution hub
- Central Business District Streetscape
- Civic and cultural precinct plan

Over the next 5 years, subject to more detailed prescription in annually specified performance agreements, the Chief Executive is expected to ensure that:

- Fostering the Iwi partnership with Rangitāne
- Delivering the outcomes set out in the Council's Long Term Plan.
- The Government's reform programme will be a key area of focus.
- There is a clear sense of purpose and direction within the operational arm of the organisation
- The governance arm of the organisation is well supported
- Planned operational efficiency gains are achieved without disruption to essential services
- Major changes in asset use are competently planned, negotiated and implemented
- Both the organisation and the Chief Executive personally has a positive working relationship with the business sector in the city and with the community and other key stakeholder groups

- Staff experience a positive and exciting working environment which attracts and retains high-performing employees
- Organisational values are promoted and upheld
- Good Employer practices are adopted throughout the organisation
- The Council is well informed and advised on the performance of subsidiaries and community organisations in which it has a major stake
- Operational and capital budgets are realistically set and adhered to

## **Responsibilities and Duties**

The Chief Executive must provide:

### **1. Advice and support to Council**

- High quality support and advice to the Council on strategic policy, the legal and statutory obligations of the Council, risks, financial and commercial matters concerning the Council and matters affecting governance.
- An appropriate accountability framework that provides regular reporting and assurance to Council on the implementation of Council's policies, plans and strategies.
- Communication with the Mayor and Councillors on a 'no-surprises' basis that is focussed on key strategic issues, risks, reputational matters and issues.
- Particular focus on the city's ability to position itself to advantage as the Government's reform programme is implemented (three waters delivery, Resource Management Act reform and Te Arotake - the Future of Local Government review).

### **2. Planning, financial and operational management**

- Developing the Council's Long Term Plan and Annual Plans within statutory guidelines and to meet the needs of the city within its financial constraints.
- Managing the Council's operations efficiently and effectively.
- Optimising alternative revenue streams to enable the Council's investment to be leveraged.
- Reporting regularly on operational delivery, finances and agreed performance measures.
- Developing and maintaining a customer centric culture that puts people at the centre of the Council's delivery.

### **3. Leadership and people management**

- Ensuring that the Council has the people, capability, culture and leadership to deliver the Council's strategic priorities.

- Developing and maintaining a well-functioning and cohesive Executive Leadership Team that provides strong collective leadership to the organisation.
- Providing information systems and processes that support the effective and efficient functioning of the organisation.
- Providing a workplace that places worker and customer health and safety as a top priority through exemplary policies, practices, procedures, systems and values.
- Contributing to regional and sector leadership especially in the context of Government's reform of the local government sector.

#### **4. Engagement with partners and stakeholders**

- Developing further the positive relationship with Rangitāne to ensure that iwi and city priorities are aligned and based on foundations of mutual respect, understanding and values.
- Forming positive relationships and/or partnerships with key central and local government agencies and the private and voluntary sectors to further the vision and goals of the Council.
- Ensuring appropriate and up-to-date engagement and communication methodologies are in place to communicate to Council, staff, residents, strategic partners and stakeholders.
- Ensuring that the organisation is accessible to and understands the issues of strategic partners and key stakeholder groups and these are embedded in policy development, delivery and accountability.
- Ensuring that the organisation is proactive and transparent in its communication at all times.

#### **5. Compliance with statutory and regulatory requirements**

- Council's regulatory functions are managed in accordance with statutory requirements, a focus on customers and good practice.
- Compliance with all legal obligations, both statutory and otherwise.
- Council members are informed of any risks, reputational issues and potential serious non-compliance or legal disputes, as soon as practicable.

## **Ideal Person Specification**

This role requires an experienced senior leader with a proven track record leading through change and delivering on plans. Experience gained working in local government is essential.

### **Qualifications required:**

A relevant tertiary qualification and/or equivalent training and experience.

### **The ideal person for this role would have broad experience and/or knowledge in several of the following areas:**

- Commercial awareness and strong financial management skills in a CE or senior leadership role in central government, local government or the private sector. A good understanding of commercial partnerships, joint ventures, property, economics.
- Ability and experience developing vision and strategy into successful operational plans.
- Political astuteness and understanding of how to work in a political environment through engagement and influence. Ability to quickly build and maintain relationships across a variety of stakeholders and sectors.
- Ability to relate well with a variety of people and social groups.
- Ability to quickly learn the environment in which the Council works.
- Experience leading change, providing vision and direction, building a workplace culture of accountability and performance.
- Experience and understanding of te ao Māori, the Principles of Partnership in relation to Te Tiriti o Waitangi.
- Recognition of and understanding of the principles of diversity and inclusion.
- Resilience and adaptability with the ability to keep focus on longer term goals.

### **Legal status**

Under the Local Government Act 2002:

- (a) The Chief Executive is responsible to Palmerston North City Council for:
- implementing the decisions of the local authority;
  - providing advice to members of the local authority and to its community boards, if any;
  - ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised;
  - ensuring the effective and efficient management of the activities of the local authority;
  - maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;

- providing leadership for the staff of the local authority;
  - employing, on behalf of the local authority, the staff of the local authority; and
  - negotiating the terms of employment of the staff of the local authority.
- (b) The Chief Executive is responsible to Palmerston North City Council for ensuring, so far as is practicable, that the management structure of the local authority:
- reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
  - is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

### **Good Employer**

Under clause 36(2) of Schedule 7 of the Local Government Act 2002, the Chief Executive must ensure that the Council operates a personnel policy that complies with the principle of being a good employer, including provisions requiring:

- good and safe working conditions;
- an equal employment opportunities programme;
- the impartial selection of suitably qualified persons for appointment;
- recognition of:
  - the aims and aspirations of Māori;
  - the employment requirements of Māori; and
  - the need for greater involvement of Māori in local government employment;
- opportunities for the enhancement of the abilities of individual employees;
- recognition of the aims and aspirations, and the cultural differences, of ethnic or minority groups; and
- recognition of the employment requirements of women; and recognition of the employment requirements of persons with disabilities.