



## Position Description

**Position Title:** Corporate Planning and Reporting Advisor

**Tenure/Hours:** Permanent Full Time  
40 hours per week, Monday to Friday  
On call for emergency operations

**Position Summary:** The Corporate Planning and Reporting Advisor ensures that Council's strategic direction is enabled through effective management and promotion of sustainable corporate planning and reporting functions. Responsible for corporate planning and reporting functions, the role provides high quality coordination to support the effective and efficient management of corporate plans and reports.



### DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori  
ngangahau hei hapori honohono hoki.

We thrive together.  
Vibrant, connected communities where our land and  
waters are nurtured and our people flourish.

## What you will do

- Support the Group Manager Strategy and Information in managing Council's corporate planning and reporting activities.
- Drive the strategic direction of corporate planning processes such as Long-Term Plan, Annual Plan, and Organisational Plan.
- Assess and analyse data to help TDC improve service delivery.
- Drive the development of internal and external reporting, and presentations for management and council.
- Apply project management methodologies and tools to track progress of corporate planning projects and report on outcomes.
- Provide support and advice to the Executive Leadership Team in relation to organisational planning and reporting.
- Be the key driver in the development and measuring of key performance indicator metrics.
- Liaise and consult with sector groups, government agencies, the public and other Council staff to collect data and provide insights to support decision making.
- Foster a culture of innovation, collaboration, and continuous improvement.
- Keep up to date with Local Government and national policy changes, discussions, trends, and research likely to impact on the Council and initiatives of outside agencies.

## What you will bring

### Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Qualification in Project Management, Corporate Planning, or equivalent experience.
- Demonstrated experience in a project management, planning management, reporting role.
- Ability to drive and influence decisions confidently with highly developed interpersonal and communication skills
- Confident decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability.
- Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

### Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Previous experience in Local Government.
- Experience developing and implementing plans and reports.
- Ability to understand and apply key Local Government legislation and its applicability to planning development and reporting.

## Our Values

### PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



### WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



### WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



## What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with Iwi partners and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

## Your reporting lines

Group Manager – Strategy & Information



**Corporate Planning and Reporting Advisor**

## Additional Information

### Delegations

Number of people reporting to the role	Nil
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	Nil

### Role Acceptance

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. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

.....  
Approved: (Manager/Supervisor)

.....  
Date:

.....  
Agreed: (Staff Member)

.....  
Date: