

JOB DESCRIPTION

Job Title: Group Manager Governance, Engagement and Transformation
Work Unit: Governance, Engagement and Transformation Group
Responsible to: Chief Executive
Responsible for: 3 Direct Reports; approx 10 indirect reports

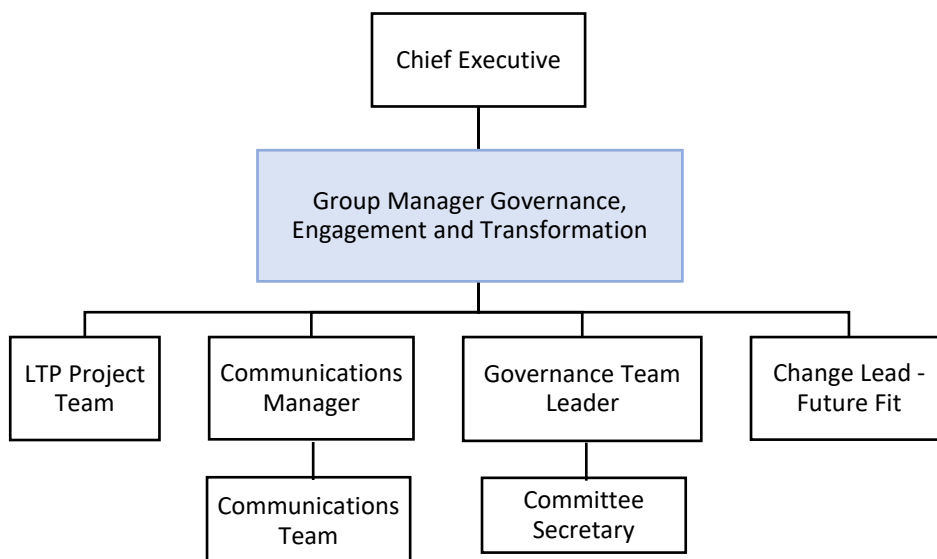
Position purpose: To provide leadership and strategic direction for the Group, responsible for supporting our Governance, Communications and Engagement functions, as well as Horizons Long Term Planning process and Future Fit initiatives.

This job requires:

- A strategic understanding of the challenges and opportunities facing local government and the regional sector and the innovation to deal with these.
- The ability to build relationships and work collaboratively in a political environment.

Salary: \$176,188 (85%) – \$207,280 (100%)
Date: April 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Local Authorities ▪ Mayoral Forum ▪ Government Departments ▪ Ratepayers ▪ Suppliers ▪ General Public 	<ul style="list-style-type: none"> ▪ Chief Executive ▪ Councillors ▪ Group Managers (Executive) ▪ Management team ▪ Group staff ▪ Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Executive Management	
<ul style="list-style-type: none"> ▪ Proactively contribute to the Executive Management team. ▪ Meeting agreed expectations for members of the Executive Management team. ▪ Support Council and its Committees with sound, effective advice and reporting of results. ▪ Coordinate/prepare reports to Council as required. ▪ Developing and fostering relationships with key stakeholders. ▪ Contribute to Horizons strategic direction and innovative thinking. ▪ Advise on Group implications arising from Executive decisions. 	<ul style="list-style-type: none"> ▪ Participation and contribution to Executive and Council is deemed to be effective by the Chief Executive, other members of Executive Management and Councillors. ▪ The Council and Committee Chairs deem the Group Manager's advice and reporting to be sound and effective. ▪ Plans, reports and agenda items are delivered in full, on time and to the satisfaction of Chief Executive and Council. ▪ Sustained, productive relationships are held with key stakeholders.
Group Leadership	
<ul style="list-style-type: none"> ▪ Communicate and deploy organisational values, and Group directions and performance expectations. ▪ Plan and implement the Group's Strategic direction. ▪ Plan for the best use of resources to help the Group achieve its targets. ▪ Exercise financial delegations authorised by the Chief Executive. ▪ Lead the group by example, providing a clear direction, inspiring shared commitment and fostering effective working relationships. ▪ Create a team environment that fosters and develops effective working relationships and high performance. ▪ Foster and deploy improvement and innovation systems, methods, processes and quality of services to customers. ▪ Allocate expenditure within Council approved delegation and budgets. ▪ Empower team members to lead and manage their team effectively. 	<ul style="list-style-type: none"> ▪ The Group is deemed by staff and customers to be fully effective. ▪ Programmes and activities are managed within budget with variances justified and acceptable to the Chief Executive. ▪ Councils HR Policies and processes are observed and implemented on time to agreed standards. ▪ The Group is regarded as a high performer on health and safety matters. ▪ Staff contribute actively to project teams as agreed through business plans or project briefs. ▪ Group plans are aligned with Horizons' strategic plan. ▪ All Group staff understand the group's goals and work together at their achievement

Group Portfolio Leadership

<ul style="list-style-type: none"> ▪ Provide organisational support to Councils Elected member and Governance functions. ▪ Lead Long Term Planning Process. ▪ Champion Future Fit initiatives. ▪ Oversee Councils communications and engagement functions. ▪ Provide leadership and coordination of Horizons' organisational change, in particular the Future Fit programme. ▪ Provide strategic support to the Mayoral Forum. ▪ Monitor and Report on Governance performance targets as detailed in the LTP/Annual Plan. ▪ Project Lead long Term Plan in accordance with statutory requirements ▪ Provide Governance support for all council committees, subcommittees, workshops and working groups ▪ Complete agendas so council meeting in accordance with the meeting schedule ▪ Work with the Chair of the Mayoral Forum to set the Forum agenda ▪ Meet regularly with the Council Chair to discuss and action council matters in consultation with the Chief Executive. ▪ Manage councils' communication and media responses ▪ In consultation with Council Chair and CE coordinate the Elected members induction, training and development programmes. 	<ul style="list-style-type: none"> ▪ Support to Council and Elected Members which enables them to execute their governance duties with transparency and confidence. ▪ Long-Term Plan process is successful through to adoption, ensuring all strategic priorities are aligned with community outcomes and financial sustainability. ▪ Communications and external engagement ensures Council's public profile is elevated and there is a cohesive communication strategy that significantly improves community engagement and trust. ▪ Horizons Future Fit programme is managed effectively and workstreams remain on track. ▪ Organisational change initiatives are managed effectively ensuring all stakeholders are engaged with. ▪ Precise and timely reporting on Governance performance targets are provided in strict alignment with the LTP and Annual Plan. ▪ Long Term Plan is successfully project-managed, ensuring compliance with Audit New Zealand and Local Government Act statutory requirements. ▪ Governance support is provided for all committees and workshops, ensuring procedural excellence and legislative compliance. ▪ All Council agendas are completed in accordance with the established council meeting schedule. ▪ Mayoral Forum agendas are confirmed ensuring they are focused on high-priority regional growth and advocacy. ▪ Proactive communication with the Council Chair and CE is maintained to drive strategic alignment. ▪ Councils reputation is safeguarded through professional management of media responses and clear, consistent public messaging. ▪ There is a robust induction & training programme in place for all Elected Members.
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Group Planning and Performance

<ul style="list-style-type: none"> ▪ Prepare Group Business/Operational Plans according to agreed timeframes. ▪ Coordinate/prepare relevant input to the organisation's LTP, Annual Plan and Annual Report. ▪ Providing reports to Council as required. ▪ Coordinate/prepare annual reports where required for the respective resource plans and strategies. ▪ Organise and manage the outputs of the Group within the budgetary guidelines, and optimise the utilisation of resources to achieve group targets. ▪ Review Group performance against key performance measures, and where appropriate translate these into priorities for improvement and innovation. 	<ul style="list-style-type: none"> ▪ The Group's plans are aligned with Horizons strategic plan. ▪ Plans, reports and agenda items are delivered in full, on time and to the satisfaction of the Chief executive and Council. ▪ Council policies, programmes, decisions and plans are actioned effectively. ▪ The Group's LTP and Annual Plan objectives are identified, priorities agreed, and achieved, with programmes and activities managed within budget. ▪ The Group is deemed by staff and customers to be fully effective. ▪ A performance improvement programme is in place
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Staff Management	
<ul style="list-style-type: none"> ▪ Ensure individual growth and value is enhanced through effective processes and systems. ▪ Provide supportive leadership to reporting staff to enable them to deliver high levels of performance. ▪ Effectively communicate current activities and policies. ▪ Participate fully in the performance management process, working with staff to develop, monitor and review work performance. ▪ Develop staff knowledge and skills. 	<ul style="list-style-type: none"> ▪ Direct reports are competent and professional in approach, contributing individually and collectively to the organization's success, as measured by performance management. ▪ Council personnel policies are observed and HR processes implemented on time and to standard. ▪ Positive feedback from staff as measured by performance management feedback.
Health and Safety Duty of Care	
<ul style="list-style-type: none"> ▪ Accountable for the practical application of Horizons Health and Safety Policy and procedures within their Group. ▪ Exercise duty of care responsibilities, which include: <ul style="list-style-type: none"> a) Maintain knowledge and understanding of relevant legislation and Horizons H&S policy and procedures and implement their requirements. b) promote H&S awareness and encourage active participation and continual improvement in health and safety performance with all staff within the Group. c) have knowledge of relevant legislation and regulations relating to health, safety, and employee wellbeing and how it relates to Horizons and the operations of the Group. d) ensure processes and practices are in place to ensure all Group activities are risk assessed, have control plans to mitigate and manage risks, and have effective monitoring and auditing of all risks. e) verify that effective H&S plans are developed for their Group and these plans and requirements are adequately resourced. f) establish effective communication processes for H&S information, including channels for consultation. g) support, participate and consult as required with the H&S Coordinator and/or Committee and take due account of any advice or guidance received. ▪ Where required, undertake the role of Chair of the Health & Safety Committee. 	<ul style="list-style-type: none"> ▪ Effective arrangements in place to protect the health and safety of those engaged in work for Horizons, as well as the health and safety of any person affected as a result of our operations.

Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Tertiary qualification in related area.
- Demonstrated ability to operate in a political environment with a high degree of integrity and professionalism.
- Demonstrated experience in a strategic leadership role.
- Ability to provide advice and manage resources in a way that enables Council to meet its goals.
- Track record in effective internal and external relationship management.
- Demonstrated skill in team building and team leadership.
- In depth knowledge of the Local Govt Act 2002 or proven ability to operate effectively in a similarly regulated environment.
- Proven ability to work under pressure and deliver high quality information both orally and in writing within required time frames.
- Ability to negotiate effectively and set contracting arrangements that are clear, concise and effective.

Highly desirable:

- Experience working in a Local Government environment and demonstrated understanding of the Council's role would be an advantage.

KEY JOB COMPETENCIES

Expert Knowledge

- Leadership
- Staff Management

Advanced Knowledge

- Strategic thinking and political awareness
- Financial accounting
- Human Resource processes
- Business Management and processes
- Relevant legislation and policies

Working Knowledge

- IT Systems
- Records Management
- Competent in relevant computer applications
- Time/project management
- Safe work practices

Awareness

- Understanding and sensitivity to differing cultural perspectives other than one's own.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written)
- Strong Leadership and coaching skills.
- Able to build relationships with a wide range of people.
- Evidence of strategic and lateral thinking.
- A high level of interpersonal skills.
- Honesty, integrity and commitment to work for the benefit of the organisation and promote organisational ideas and purpose.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Ability to handling conflict at individual team and group levels, providing an appropriate role model to others.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.



DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Ngā uara o Ngā Pae | Horizons Values



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Chief Executive) Date: __/__/__

Read and Understood: _____ (Incumbent) Date: __/__/__