

## Governance and Project Support Manager

### Pūtake Tūranga - Scope

Provide management oversight to ensure that professional governance support is consistently provided to the organisation; ensure that this is appropriately aligned to the operations of the organisation.

Provide support for project management across the organisation, and develop, manage, and deliver organisational projects for the business.

### Ngā Whainga - Key responsibilities

#### Governance Management

Lead exceptional governance support across the organisation and to elected members, meeting Council and legislative requirements. Ensure that timely, relevant and accurate information is provided to elected members.

Support the provision of high-quality governance administration support in relation to:

- The running and recording of governance meetings and minutes.
- The preparation, retention and distribution of agendas for Council and its subordinate governance bodies.
- The provision of high quality legislative advice and support where required to enable compliant democratic proceedings.
- The management of Council elections, including ensuring compliance with legal requirements and that electoral processes run as efficiently and effectively as possible.
- The oversight of representation reviews.

#### Project Support

Provide project management support across the organisation, championing best practice and the upskilling of staff to ensure that best practice project management is followed, that aligns with council policies and procedures. Support and where appropriate manage the roll out of project management software.

Work to build links between projects and risk management, monitoring and reporting; collaborate with other key resources and teams across the organisation.

#### Strategic planning and engagement support

Work with the Corporate Planning Specialist to integrate governance support into council's annual and long-term planning processes. Support, and where required lead, required policy reviews (non-financial), governance engagement, and consultation activities including submission management and hearing facilitation. Provide strategic support in the development and review of corporate planning documents.

#### Organisational Projects

Develop, manage and deliver organisational projects as identified by the Executive Leadership Team (ELT).



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Prepare quality business cases for projects identified by the ELT, including the development of comprehensive project plans and risk and project management.

### Team Management and Leadership

Provide quality leadership and management to staff reporting to the role to ensure a high performing and customer focussed team working to achieve organisational goals, in an environment that can be challenging and high-pressure.

Partner with cross-functional teams and a range of internal stakeholders to achieve organisational outcomes.

### Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Be committed to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

## Tō Pukenga - About you

### Qualifications, skills and experience:

- A relevant degree qualification.
- A minimum of five-plus years in a role of relevance.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.
- Effective and demonstrable leadership and management skills, with a people and team development focus.
- Project management skills and experience.
- Management and governance experience, preferably within a local government context.
- Particularly strong background in the provision of administrative services.
- Proven experience with the positive development of quality services and continual improvement.
- Proven knowledge of relevant legislation.
- Evidence of sound project management skills.
- Experience in procurement and contract management an advantage.

### Personal attributes

- A strategic mindset, capable of aligning data services with organisational objectives.
- Excellent communication skills - spoken, facilitation, presentation and listening.
- Excellent people management and leadership skills.
- Ability to clearly and simply articulate messages to a variety of audiences.
- Strong relationship and engagement skills with a demonstrated ability to engage at all levels of the organisation across multiple teams.
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to health and safety and organisational values.
- Knowledge and understanding of Māori culture.

**Reports to:** Corporate Strategy Manager  
**Group and Department:** Corporate Services  
**Location:** Whangārei  
**Date:** April 2025

### Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)



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Signature:

Date:



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