

Governance and Corporate Policy 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, developing and improving systems where required and ensuring the efficient operation of the Governance Team.

Support corporate planning processes including the management of council's User Fees and Charges Schedule and Policy and develop, manage and coordinate the review of corporate policies, ensuring these are fit for purpose and up to date.

Ngā Whainga - Key responsibilities

Governance Management

As part of the Corporate Strategy Team, 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.
- Governance support systems and processes.

Policy and Procedures Management

Manage the review and maintenance of corporate policies and their connection to procedures, including the development of new corporate policies and the review of those required under the Local Government Act. Ensure that corporate policies are kept up-to-date, consistent and relevant.

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 engagement with elected members, and consultation activities including submission management and hearing facilitation.

Manage the annual process of reviewing council's User Fees and Charges schedule, including public consultation where required.



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Provide strategic support in the development and review of corporate planning documents.

Your contribution will assist in ensuring that the corporate planning processes are timely, focused, and adding value to the business.

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 demonstratable leadership and management skills, with a people and team development focus.
- Knowledge of corporate policies, particularly in relation to local government.
- Management and governance experience, preferably within a local government context.
- Particularly strong background in the provision of administrative services.
- Understanding of corporate planning using relevant legislation, rules, and project management practices.
- 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:

Group and Department:

Location:

Date:

Corporate Strategy Manager

Corporate Services, Corporate Strategy

Whangārei

August 2025



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Declaration

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

Name:

(Please print full name)

Signature:

Date:



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