

JOB DESCRIPTION

Job Title: Change Lead
Work Unit: People & Capability
Responsible to: Manager People & Capability

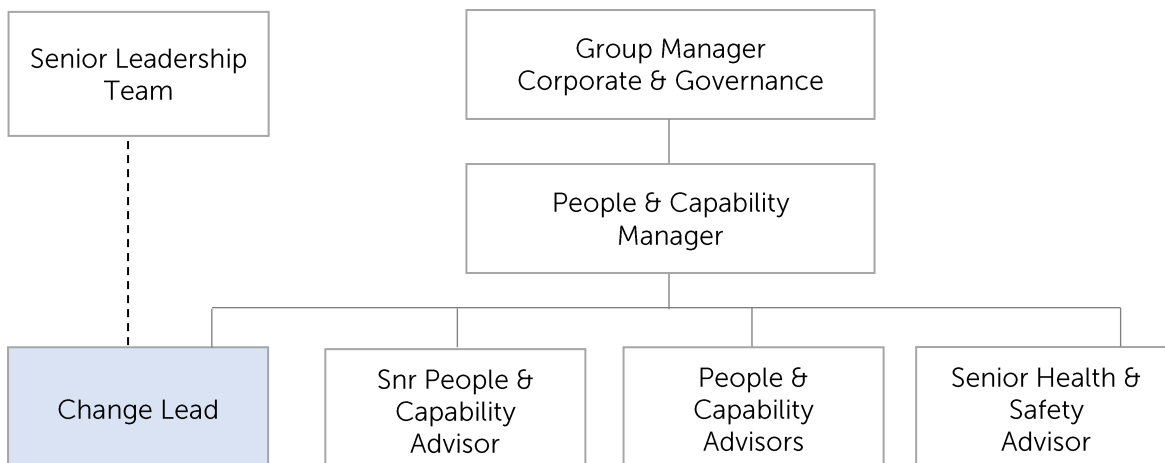
Position purpose: Horizons has established a Future Fit programme which seeks to shape the organisation for the next few years by addressing key themes ranging from cultural competency, to climate change, from better aligned systems and processes to integrated catchment management. This role will be responsible for planning, implementing, and evaluating relevant people change strategies associated with this programme, while facilitating a collaborative approach to change across the organisation, and building ownership and capability in the change leadership.

This is a fixed term role for the duration of the programme that exists to:

- Deliver aspects of change and transition.
- Work collaboratively with several internal stakeholders.
- Work as part of a small transition team.
- Provide expert advice to senior management on the relevant people change strategies and transition process.

Salary: \$100,304 (85%) – \$118,005 (100%) Indicative
Date: March 2023

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Other local authorities and government agencies Iwi Consultants and contractors Interest and community groups 	<ul style="list-style-type: none"> Executive and managers Councillors Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Change leadership and advice	
<ul style="list-style-type: none"> Leading, facilitating and implementing a collaborative and consistent people change management plan across Horizons. Creates a clear direction, inspires a shared commitment and leads by example. Support the development of stakeholder messages, communication materials and plans as needed. Facilitating appropriate activities to ensure operational leadership and change networks show understanding of and commitment to change plans and activities. Leading change/people readiness assessment and developing training approaches as needed. Preparing and delivering the relevant HR change processes aligned to the Future Fit programme Monitoring business performance after initiative implementation, identifying challenges and working with the business to develop and implement remedial action. Ensuring planning, reporting, and benefits realisation are aligned with the strategic priorities. 	<ul style="list-style-type: none"> All Stakeholders are fully informed. Communication is planned and effectively delivered across the organisation using appropriate channels/approaches. Change plans and activities have been planned, designed, and delivered aligned to the transition programme. Recommendations for improvements are identified and brought forward to Senior management. Senior management has visibility of progress toward agreed objectives. Progress reports are prepared and presented as required. Programme administrative requirements are met. Work closely and collaboratively as part of a small transition team.
Relationship management	
<ul style="list-style-type: none"> Maintain a strong internal network to inform thinking, secure support, and assist in delivery of change. Building and leveraging effective relationships with partner organisations, including iwi and hapū. 	<ul style="list-style-type: none"> Effective relationships are maintained with key internal and external stakeholders. The contributions of others are sought and valued. Others' perspectives are integrated into plans and advice. There is broad support among staff for the changes being progressed.
Corporate contribution	
<ul style="list-style-type: none"> Maintaining own professional development. Undertake Performance Development tasks / responsibilities. 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed with the Chief Executive.

<ul style="list-style-type: none"> ▪ Undertaking Health and Safety tasks / responsibilities. ▪ Participating in emergency management activities as required. ▪ Participating and contributing to corporate projects and inter-departmental initiatives as agreed. ▪ Maintaining Council plant and equipment. ▪ Fulfilling administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ 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.
--	--

PERSON SPECIFICATION

Qualifications

- A tertiary or professional qualification relevant to organisational change management/development.

Knowledge/Experience

Essential:

- Experience at Change Lead level within a medium-large organisation, successfully managing and embedding cultural and behavioural organisational change
- Specialist skills, knowledge, and experience of how people go through change and the change process.
- Excellent communication and relationship management qualities to network across stakeholders at all levels.
- Exceptional influencing skills that have proven to inspire individuals to adapt to change with minimal resistance that has resulted in collective organisational adoption.
- Demonstrated ability to establish and maintain effective working relationships at all levels of a large organisation with a broad cross section of people.
- Extensive negotiation or advocacy skills and the ability to speak confidently and authoritatively from a well-founded perspective.
- Ability to interface with senior management, to think and operate strategically and to exercise sound judgement and decision making.

Highly desirable:

- Experience advising senior decision makers and working with governance bodies.
- A good understanding of the role of local government and practical experience working in or closely with the sector.

KEY JOB COMPETENCIES

Expert Knowledge

- People change management

Advanced Knowledge

- Relationship management
- Communication and facilitation skills

Working Knowledge

- The local government operating environment
- Te Tiriti o Waitangi
- Challenges and opportunities affecting our region and its communities

Awareness

- Health and Safety requirements in the workplace

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.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations); an ability to engage with varied audiences and communicate technical information plainly.
- Strong initiative and good organisation skills; able to set own priorities and work to tight deadlines.
- Able to constructively challenge the status quo and problem-solve outside the square.
- Strikes a balance between direction-setting and attention to detail.
- Able to influence and achieve results across organisational boundaries, without reliance on formal authority.
- A willingness to both lead and work as part of a team.

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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ____/____/____

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