

## JOB DESCRIPTION

**Job Title:** Business Transition Lead

**Work Unit:**

**Responsible to:** Group Manager Strategy, Regulatory & Science

**Position purpose:** Horizons is transitioning its operational activities to better focus on outcomes at a catchment scale. At the same time, we are working to improve systems and processes that support delivery across the wider organisation.

**This is a fixed term role that exists to:**

Ensure effective project management of Horizons' transition to a catchment-based delivery model, aligned to local needs and regional policy direction.

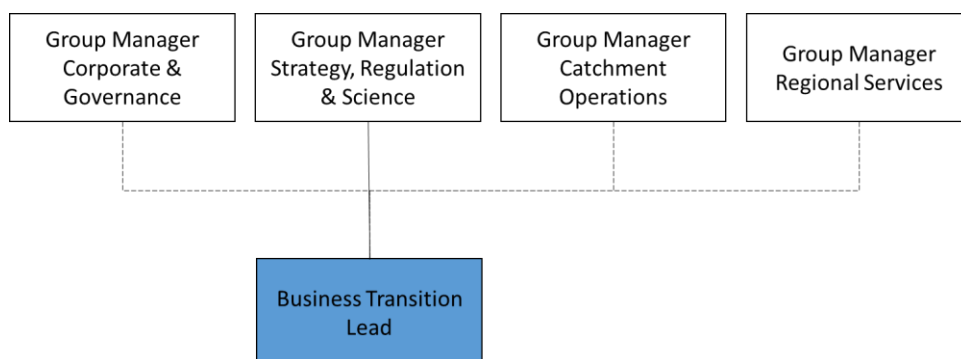
Deliver improvements to business processes to unlock capability across the wider organisation;

Provide expert advice to senior management and elected members on the change process and associated resource requirements

**Salary:** \$111,955 (85%) – \$131,712 (100%) Indicative

**Date:** July 2022

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

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

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Project management</b>	
<ul style="list-style-type: none"> <li>Developing project plans and engaging with decision makers/senior management to ensure project objectives/timeframes are agreed.</li> <li>Planning activity required to implement system and process improvements and a catchment-based delivery model.</li> <li>Leading cross-organisational work to progress those initiatives.</li> <li>Providing project management services including setting and monitoring budgets, procurement, and contractor supervision.</li> <li>Engaging with stakeholders and tangata whenua in the development of plans and implementation of projects.</li> </ul>	<ul style="list-style-type: none"> <li>Senior management has visibility of progress toward agreed objectives, including resource requirements, risks, and options to address them.</li> <li>Roles and responsibilities are clear.</li> <li>Projects are managed within agreed budget and delivered within agreed timeframes.</li> <li>Contractors are efficiently and effectively deployed to achieve objectives.</li> <li>Progress reports are prepared and presented as required.</li> <li>Project administrative requirements are met.</li> <li>Appropriate engagement with stakeholders and tangata whenua in the development of plans and implementation of projects</li> <li>Views and preferences of affected communities, iwi and hapū are known and reflected in the approach taken.</li> </ul>
<b>Process improvement</b>	
<ul style="list-style-type: none"> <li>Specifying system and process improvement requirements, drawing on recommendations from previous studies, and validating them with senior management.</li> <li>Leading work to inform strategy to improve internal business processes, including analysis, design, and documentation.</li> <li>Working with applicable staff to specify system requirements and design process changes.</li> <li>Building internal capability to successfully embed change.</li> </ul>	<ul style="list-style-type: none"> <li>Support and resources are available to staff; processes are well documented and embedded into practice.</li> <li>Robust methodologies are followed.</li> <li>Process changes lead to strategic improvements in organisational capability, reduced administrative burden and improved workflows for staff.</li> <li>Changes align with the organisation's broader strategic direction.</li> <li>Staff are appropriately involved in process design.</li> <li>Teams understand how processes work, why changes are being made, and their role in them.</li> </ul>
<b>Decision support</b>	
<ul style="list-style-type: none"> <li>Identifying interventions that lead to agreed outcomes; advising on resource requirements and dependencies.</li> <li>Contributing to the Long-Term Planning process through the development of business cases and provision of expert advice.</li> </ul>	<ul style="list-style-type: none"> <li>Advice is accurate, timely and clear; it reflects a strong awareness of organisational context.</li> <li>Advice is offered proactively on emerging issues, opportunities, and risks.</li> <li>Advice reflects Te Tiriti o Waitangi/Treaty of Waitangi principles, and demonstrates an</li> </ul>

	<p>understanding of tangata whenua perspectives.</p> <ul style="list-style-type: none"> <li>Recommendations demonstrate up-to-date knowledge of approaches being taken in other regions, and best practice beyond the sector.</li> </ul>
<b>Relationship management</b>	
<ul style="list-style-type: none"> <li>Developing a strong internal network to inform thinking, secure support, and assist in delivery of change.</li> <li>Building and leveraging effective relationships with partner organisations, including iwi and hapū.</li> </ul>	<ul style="list-style-type: none"> <li>Effective relationships are maintained with key internal and external stakeholders.</li> <li>The contributions of others are sought and valued.</li> <li>Others' perspectives are integrated into plans and advice.</li> <li>There is broad support among staff for the changes being progressed.</li> </ul>
<b>Corporate contribution</b>	
<ul style="list-style-type: none"> <li>Maintaining own professional development.</li> <li>Undertake Performance Development tasks / responsibilities.</li> <li>Undertaking Health and Safety tasks / responsibilities.</li> <li>Participating in emergency management activities as required.</li> <li>Participating and contributing to corporate projects and inter-departmental initiatives as agreed.</li> <li>Maintaining Council plant and equipment.</li> <li>Fulfilling administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate training and development undertaken as agreed with the Chief Executive.</li> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Contribution to projects and corporate initiatives is effective and valued.</li> <li>Administration requirements are completed timely and accurately.</li> </ul>

## PERSON SPECIFICATION

### Qualifications

- A tertiary or professional qualification relevant to business analysis / process design.

### Knowledge/Experience

#### ***Essential:***

- Experience in programme delivery in complex environments with multiple and competing interests.
- Proven track record of effective delivery across organisational boundaries.
- Demonstrable success in business process design and implementation.

#### ***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

- Business analysis and process design
- Project management

## **Advanced Knowledge**

- Relationship management
- Communication and facilitation skills
- Theories of organisational change

## **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.

## **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, 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

