

POSITION DESCRIPTION

TITLE: Principal Mayoral Advisor	VACANCY NO: <i>(applicable for recruitment only)</i>
GROUP: Strategic Policy and Performance	
REPORTS TO: Head of Office of the Mayor and Chief Executive	DIRECT REPORTS: Nil
LOCATION: Any Council Location	DATE: November 2021

Purpose of the position:

- To support the Mayor to maintain and develop external and internal relationships & liaison including government relationships, GCP, CMF, LGNZ, and fellow elected members.
- The position holder will work within a team environment, complementing and supporting other advice. This includes working with senior Council employees to ensure the Mayor has comprehensive advice that meets the Mayor's needs.
- The position holder will assess issues for risk as well as opportunity.

General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policy.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Christchurch City Council policies and processes.
- Be associated, as required, with CIVIL DEFENCE or any exercise that might be organised in relation to this council function.

Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Key Areas Of Accountability

High level Strategy and Policy Advice and Support to the Mayor	<ul style="list-style-type: none"> • Collaborating with staff and providing advice to the Mayor, particularly on relationships & liaison in the context of the Mayor's overall aims and objectives, on new policy proposals and policy development and implementation. • Provide high quality, impartial, free and frank strategy and policy advice and accurate information is available to support the Mayor's priorities, decision making, risks and issue management, and all engagements (internal and external). • Support the Mayor to develop and articulate their vision for Christchurch, particularly through the Mayor's leadership of the Council's plans, policies and budget. • Reliably represent and advocate the Mayor's interests within Government, partners and across Council where appropriate. • Attend the Mayor's policy meetings with staff and elected members as requested by the Mayor.
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Key Areas Of Accountability	
	<ul style="list-style-type: none"> • Provide advice and comments on drafts prepared by staff of council reports, other council briefings and speeches. Prepare reports for Council as required. • Provide assistance and support to the Mayor at briefings, meetings and other events as required including speech writing.
Risk Management	<ul style="list-style-type: none"> • Identify potential areas of risk and develop risk mitigation strategies, in consultation with the Mayor and senior Council employees. • Understand and actively work with the Mayor to manage any relationship risks.
Relationship Management	<ul style="list-style-type: none"> • Liaise with relevant Minister's offices on cross agency policy issues; advise the Mayor, elected members and staff; help resolve any differences of view. • Develop and maintain effective internal and external networks and information flows to ensure the Mayor is fully apprised on relevant issues. • Build and maintain positive and collaborative working relationships across the organisation, including with the other members of the group, the Executive Leadership Team, and with elected members. • Maintain a network of contacts in relevant stakeholder organisations and provide advice and feedback to staff and to the Mayor on their views on Council policy proposals and on concerns or issues on which the Council may need to focus. • Manage relationships with Councillors, external stakeholders, the Chief Executive and senior Council employees in a sensitive and discrete manner
Communication	<ul style="list-style-type: none"> • Draft appropriate correspondence as required. • Facilitate effective communications between the Mayor, elected members, respective Minister's offices as well as the wider Council organisation.
Health & Safety	<ul style="list-style-type: none"> • Responsible for keeping yourself and others safe while at work, complying with Council health and safety systems and wearing protective clothing and using equipment provided.
Budget	<ul style="list-style-type: none"> • Accountable and responsible for managing a budget of \$ Nil
Delegations	<ul style="list-style-type: none"> • Delegated authority is as per the Register of Delegations on the Christchurch City Council website

Key Relationships/Customers:	
Internal	Nature of the Relationship
Assistant Chief Executive Strategic Policy and Performance	Reports to
Mayor	Liaise and consult with, provide information and advice to
Chief Executive and ELT	Consult with and provide information to
Deputy Mayor and Councillors	Provide information and support to
Strategic Policy and Performance	Liaise with and provide information
Strategic Policy and Performance Advisory team	Liaise with, two way information flow, inform and alert

Public Information and Participation Head of and team	Liaise with, two way information flow, inform and alert
Senior Leaders	Liaise with and provide information
External	Nature of the Relationship
Members of the public	Receive and respond to information and requests
Central Government Ministers and other Members of Parliament	Liaise with and provide information
Other government agencies	Liaise with and provide information
Senior executives and business leaders in external organisations	Liaise with and provide information

Formal Qualifications and Training	Required	Desirable
Post Graduate Degree in an appropriate business related discipline or equivalent work experience is essential	✓	
Holds a full clean drivers licence	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
Extensive specialised experience in a similar role, in a medium to large and complex organisation	✓	
Experience of working within the public sector and democratic processes and administration	✓	
Must be able to work to achieve outcomes with senior individuals through use of influencing skills, facts and logic	✓	
Demonstrates extensive experience, knowledge and understanding of working within highly politicised and sensitive environments	✓	
A strong understanding of the machinery of local/central government decision making processes, including working knowledge of the Local Government Act and local government decision-making processes	✓	
Able to thrive in a diverse, fast moving, demanding, ambiguous and changing environment.	✓	
Working Collaboratively <ul style="list-style-type: none"> • Co-operates to find solutions which achieve your goals and those of others. • Asks others for their ideas and input. • Helps others willingly and is willing to accept help. • Gets to know people outside of their own team. 	✓	
Communication <ul style="list-style-type: none"> • Engages with others; listening and showing respect for their input, suggestions and feedback. • Puts forwards suggestions, ideas and feedback. 	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
<ul style="list-style-type: none"> • Shares relevant information with colleagues. • Communicates clearly and constructively, verbally and in writing. • Considers their audience and adapts their communication accordingly. 		
<p>Focus on Results</p> <ul style="list-style-type: none"> • Can be counted on to achieve goals successfully and safely. • Monitors own progress and is willing to try different approaches in order to be successful. • Is proactive in highlighting barriers which affect the delivery of services/results. • Acknowledges others progress and success; giving feedback and credit where it's due. 	✓	
<p>Embracing Change</p> <ul style="list-style-type: none"> • Identifies ways to improve daily activities/processes/tasks. • Accepts change as an organisational reality; responds helpfully and positively. • Understands how self and others react during change. • Supports colleagues though change. 	✓	

POSITION DESCRIPTION

How the position fits into the organisation:

