

POSITION TITLE:	Corporate Planning Analyst		
GROUP:	Executive Advisory	SECTION:	Strategy & Governance
REPORTS TO:	Team Leader, Strategy & Performance		
RESPONSIBLE FOR:	N/A		
FAMILY:		GRADE:	13
DATE REVIEWED:	July 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kia ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of Corporate Planning Analyst is to provide relevant, professional input to ensure the Strategy & Governance section achieves its objectives. The role has a particular focus on:

- Supporting the corporate planning function for HBRC that includes the Long Term Plan (LTP), Annual Plan, Annual Report, and Pre-Election Report, and public consultation in line with the Local Government Act.
- Providing accurate and timely support for the organisational performance report required on a quarterly basis

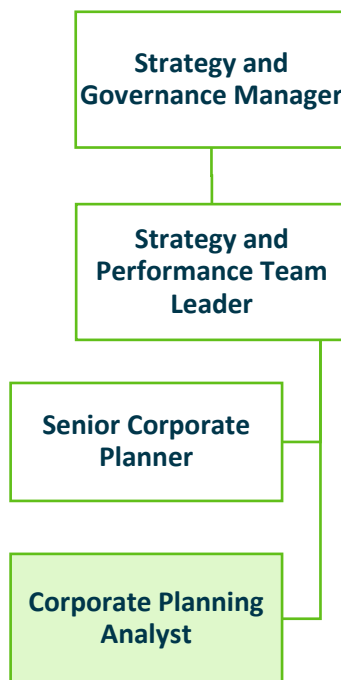
Your specific role of Corporate Planning Analyst will require professional input which will relate to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you. Expectations will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

Primary team: The Strategy and Performance team provides the following functions as part of the Strategy and Governance section.

- Strategic and Corporate Planning - the team works closely with the Chief Executive and elected members to develop HBRC's Strategic Plan and statutory planning and accountability documents under the Local Government Act. This includes the 10-year Long Term Plan (LTP), Annual Plan, Annual Report and Pre-election Report and involves, setting and reporting on strategic objectives and performance measures, reviewing existing levels of service and community consultation.
- Organisational Performance – the team works across HBRC to collate, interpret and present meaningful business intelligence on strategy execution, level of service measures, programmes and projects.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Organisational Performance Reporting

- Maintain and develop the input capability required for the organisation's performance reporting tool to ensure efficient production of performance reporting.
- Produce accurate and timely organisational performance reports for the Executive Leadership Team and Council as required.
- Initiate the development of Levels of Service and Performance Measures to ensure that reporting is practical and meaningful.
- Develop and maintain policies and procedures for the collection and analysis of organisational performance data.
- Assist staff to develop meaningful performance commentary as required, and provide appropriate level of training to report successfully in the organisation's performance reporting tool.
- Identify and elevate issues and risks to the Team Leader in a timely manner.

Corporate Planning

- Contribute to the review and development of templates, processes and frameworks for corporate planning.
- Follow quality assurance processes to ensure all corporate planning documents are of a high standard, relevant to the target audience and meet regulatory requirements.
- Support teams across HBRC with process steps and timing for the corporate planning cycle.

- Draft reports and presentations related to corporate planning including annual plan, long term plan and reporting for councillors, managers and staff as required.
- Undertake environmental scanning (including legislative changes) to determine potential impact on the LTP.
- Provide input to public consultations/engagement activities, undertake analysis of submissions and provide responses to submitters.

Other

- Contribute to the ongoing development of a high performing and competent team.
- Assist with building a long term planning culture and building staff capability related to corporate planning and organisational performance reporting.
- Research, review, and analyse the effectiveness and efficiency of existing processes and develop strategies for enhancing or further leveraging these processes.
- Support the Strategy & Governance Manager and Strategy & Performance Team Leader as required.
- Support the wider Strategy & Governance team to keep information up-to-date and relevant.

FUNCTIONAL RELATIONSHIPS

Internal

- Chief Executive
- Group Managers
- Executive team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise. This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.

- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum academic qualifications required

- Relevant Bachelor's degree in fields such as policy, planning, communications, political science, or equivalent experience
- Valid driver's licence required.

Working Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Some experience in policy development and/or local government – ideally understanding of the Local Government Act particularly in relation to the planning process – would be an advantage.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.

Advanced Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, MS Teams, Excel, PowerPoint and other database and information management systems.
- Analytical skills.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Sound judgement and initiative.
- Attention to detail.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives, and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Community, cultural and political awareness.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name