

## Group Manager Corporate Services

An Executive Management role that leads and champions the financial and business strategic aspirations of Council.

### ORGANISATION

### NGĀ POU | OUR VALUES



POU 1.

#### Manaakitanga

The customer is at the centre of everything we do.



POU 2.

#### Rangatiratanga

We aspire to the highest standards.



POU 3.

#### Whakapono

We strive to be trusting and trustworthy.



POU 4.

#### Whanaungatanga

We act with courage, respect, kindness and empathy.



POU 5.

#### Kotahitanga

We embrace diversity and strive to be inclusive.



POU 6.

#### Aroha

We believe in and encourage each other.



**RANGITĪKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

## Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Group Manager Corporate Services – that’s your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We’re crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Provide financial and corporate guidance to the Council and its committees including detailed financial reporting and leadership of the Finance / Performance Committee and Risk and Assurance Committee.
- Develop the organisational finance strategy, and provide high level financial leadership and direction required to implement the strategy.
- Ensure Council's financial controls, systems, procedures and processes provide Council with the necessary financial management platform.
- Alongside the Manager Information Services, lead the implementation of the Information Services Strategic Plan.
- Alongside the Manager Information Services lead and direct the Information Services function to deliver a comprehensive records management and information technology service.
- Lead the development of the Financial Strategy and financial statements for the Long Term and Annual Plans.
- Develop and lead the preparation of the Annual Report, ensuring legislative compliance is met.
- Develop and implement strategies and/or targets to enable and influence the financial planning and performance of the Group and wider organisation.
- Lead, develop and implement a whole of organisation approach to business continuity management and risk management.
- Lead, develop and maintain Council's Procurement activities in line with contemporary good/best practice.
- Manage Council's Insurance Program.
- Develop, maintain and lead Council's Fraud Management Programme.
- Lead Council's strategic and executive responsibilities regarding information and records management as per the requirements of Archives NZ.
- Foster and maintain effective and productive relationships with elected members.
- Lead the Corporate Services Group to deliver agreed outcomes, standards, KPI's and legal/statutory requirements.
- Provide opportunities for staff to improve operations/service delivery by challenging the

## Health and Safety

- As an Executive Leader, lead Council's transformational Health, Safety and Wellbeing Aspirations, in a manner that is consistent with ELT's Health, Safety and Wellbeing Beliefs.

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility.
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required.

## Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs.
- Dealing with enquiries promptly and fully.
- Providing quality support and information .
- Communicating changes to services in advance.

We will:

- Welcome, listen and treat everyone respectfully.
- Acknowledge and follow up all complaints and requests for service, and provide a timely response.
- Seek feedback on the service received so we can continue to improve what we do.

## What you will bring

- A qualification as Chartered Accountant
- Business acumen and understanding of economic principles.
- Ability to apply legislative interpretation and application.
- Empowering, motivational leadership style.
- Politically astute.
- Conceptual, innovative and strategic thinker.
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines.

status quo and contributing to the organisations strategic direction.

- Provide appropriate development, induction and internal training opportunities to direct reports.
- Create a team that fosters and develops effective working relationships by living the values.

- A strong leader with proven ability to work well with and interact successfully with other people.
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first.

