



POSITION DESCRIPTION

POSITION TITLE	Principal Planning and Reporting Officer
DEPARTMENT	Corporate Services
GROUP	Corporate Services
REPORTS TO:	Group Manager – Corporate Services
DIRECT REPORTS	nil

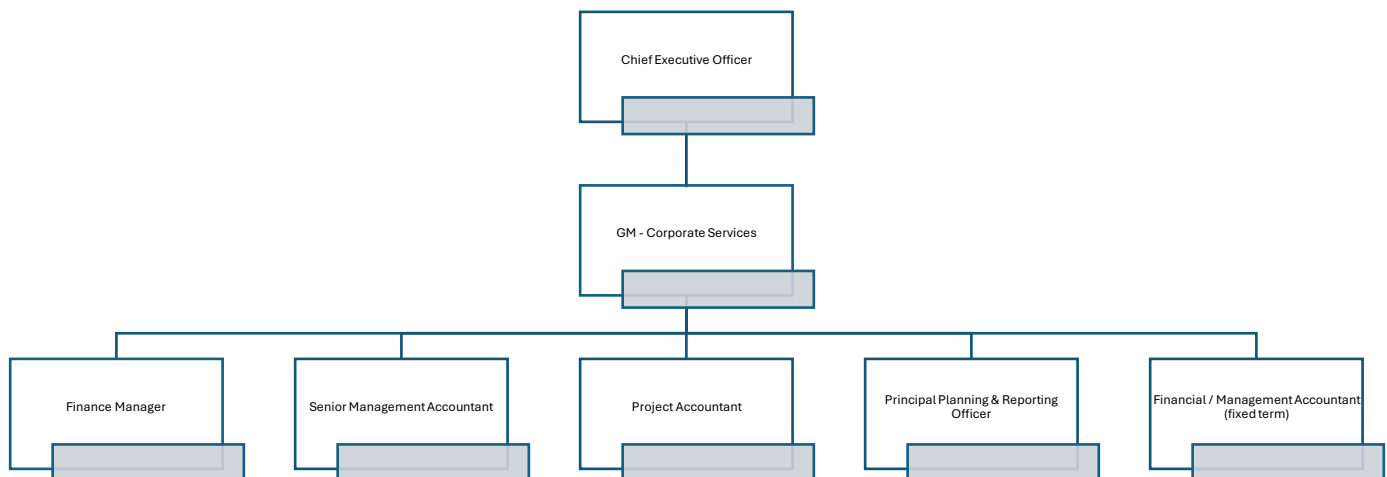
POSITION PURPOSE

The Principal Planning and Reporting Officer is integral to the development, communication and execution of essential strategic Council documents, primarily focusing on the mandatory WCRC Long-Term Plan, Annual Plan and the Annual Report. This role ensures these key documents are designed and delivered against organisational statements of performance to accurately reflect the Council's direction and performance, providing a clear measure of progress for the community.

The role also manages the WCRC comprehensive internal and external audit programs (excluding Health and Safety) alongside supporting the review, design and development of Council corporate policy and standard operating procedures.

DATE OF REVIEW	September 2025
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ORGANISATIONAL CONTEXT



KEY RELATIONSHIPS

EXTERNAL	INTERNAL	COMMITTEE/GROUPS
- Public - Other Local and Territorial Authorities - Government agencies - Iwi - Primary contractors (and subcontractors) - Consultants - Industry Peers	All staff	- Council - Standing Committees of Council

FINANCIAL RESPONSIBILITIES

As per the Financial Delegations Register

- Jobholder can spend unbudgeted capital Y / N. Amount:
- Jobholder is responsible for committing the organisation to long term contracts Y / N

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES/PERFORMANCE INDICATORS
Values	At all times ensuring Council values are reflected in behaviours and professional delivery of role.
Long Term Plan and Annual Plan Delivery and Strategic Direction	Project manage delivery of the Long-term Plan and Annual Plan. Supports WCRC to design, develop and deliver the mandatory Long-Term Plan (LTP) and Annual Plan, in accordance with the Office of the Auditor General expectations and the long-range objectives for the region. Facilitates cross-departmental collaboration to gather necessary insights and input to align strategic objectives. Ensures the long-term focus for decisions, activity and accountability are captured and clearly articulated within the LTP and cascaded into the Annual Plan. Responsible for working with the Group Manager, Corporate Services to ensure the LTP and Annual Plan are set within WCRC budget parameters. Develops and implements strategies for community engagement on both the LTP and Annual Plan, ensuring effective and robust public consultation and feedback processes support and inform the process. Responsible for publishing the councils finalised objectives internally and externally. Leads the delivery of the Long-Term Plan and Annual Plan, ensuring comprehensive and timely reporting in accordance with organisational statements of performance and KPI's. Provide consistent advice on interpretation of the Long-term Plan and Annual Plan to Council, SLT and Council staff as needed. Supports the development and delivery of other associated strategic documents/reporting for the CE and WCRC
Special Consultation Processes	Provide advice to Council, SLT and staff as needed on matters which trigger a special consultation process, ensuring consistent application across Council, leading the administration of the special consultation process as directed, ensuring that effect is given to the Significance and Engagement Policy.



Annual Report Development and Delivery	Manages the relationship with the Auditor General and acts as the strategic interface between the LTP, Annual Plan and Annual report, ensuring the mandatory annual report effectively reports on performance achieved against performance expectations set out in the Long-term Plan / Annual Plan for the reporting year. Oversees the process of gathering, analysing, and consolidating data from various departments to ensure a comprehensive representation of the council's annual activities and performance. Provides assurance to SLT and the CEO that there is sufficient and robust evidence to back up reported performance. Project manage delivery of the Annual Report - Accountable for developing and maintaining a detailed project timeline, ensuring all stages of the report preparation, from initial data collection to final publication is adhered to across all teams. Acts as lead contact point for liaison between audit team and WCRC teams With support from the Comms team, manages the design, layout, and editorial aspects of the report and coordinates with external vendors, such as printers and designers, as necessary, ensuring quality and adherence to council's branding guidelines.
Policy Development and SOPs (excluding Health and Safety and technical)	Regularly reviews and aligns corporate policies and SOPs in conjunction with Group Manager, Corporate Services, to ensure the corporate service policies and SOPs continue to support and advance the council's strategic goals and objectives. Assists in the crafting and refining of corporate policies and SOPs, ensuring they are robust, clear, and practical for effective governance and operational efficiency. Conducts thorough assessments to confirm that all policies and procedures comply with relevant laws, regulations, and industry standards, mitigating risks of non-compliance. Works across the Council groups collaboratively with Group Managers to identify areas where new policies or updates to existing procedures are needed, considering evolving organisational needs and operational challenges. Maintains an up-to-date repository of all corporate policies and SOPs, ensuring easy access and understanding for all council staff. Implements a system for continuous monitoring and evaluation of policies against strategic goals and regulatory requirements, ensuring ongoing alignment and relevance.
Audit Program Management (excludes Health and safety and technical):	Crafts and executes a strategic audit plan that encompasses a full spectrum of internal and external auditing activities, tailored to assess and enhance the council's operational, financial, and corporate compliance frameworks. Proactively identifies areas within the council's operations where audit efforts should be concentrated, focusing on high-risk and high-impact areas to ensure efficient resource utilisation. Coordinates with various department heads to ensure that the audit program aligns with the specific needs and complexities of different council operations. Supports the Group Manager, Corporate Services to engage with and manage relationships with external audit firms, ensuring that their work compliments and enhances internal audit efforts, and negotiate terms that align with the council's objectives and budget. Leads the overall administration of audit activities, ensuring they are executed on schedule and in line with highest professional standards and council policies. Guides and oversees both internal and external audit teams, ensuring a thorough and targeted examination of relevant aspects of council operations. Analyses audit outcomes to extract critical insights and identify trends, pinpointing systemic issues, and areas in need of improvement or enhancement. Communicates audit findings and recommendations to senior management and relevant council committees in a clear, concise manner, advocating for necessary changes or interventions. Champions the adoption of audit recommendations across various departments, collaborating with them to refine processes and bolster internal controls.

	Implements follow-up procedures to monitor the progress of recommended actions post-audit, ensuring effective implementation and improvement in compliance and operational procedures.
Health, Safety and Wellbeing	Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council's policy and procedures. This includes: ▪ Maintaining Council's safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. ▪ Ensure compliance with any reasonable policy or procedure given by Council. ▪ Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. ▪ Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. ▪ Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. ▪ Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. ▪ Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. ▪ Attending and completing Health and Safety training, ensuring all required certifications remain current. ▪ Actively participating in Council's health, safety, and wellbeing practices and projects.
Additional Duties	Collaboration and Inclusion: Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi. Emergency Management: Participate in civil defence and emergency management training and activities as directed to fulfil the Council's statutory responsibilities. Additional Duties: Perform other duties as required, as appropriate. Embrace change by being proactive in your learning and development to support both personal growth and the Council's goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes.

PERSON SPECIFICATION

QUALIFICATIONS (or equivalent level of learning)	Essential	Desirable (for recruitment purposes only)
	Bachelor's degree in finance, business or a related field would be advantageous.	
EXPERIENCE (Indicate years of experience required as appropriate)	At least 3-5 years relevant planning and reporting experience. Demonstrated community focussed communication skills Experience in project management. Good knowledge of Local Government Act, including planning and reporting requirements. Current drivers' license.	
SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES	Ensure the customer perspective is a key component of all activities. Able to relate and compare data on operational effectiveness from difference sources and establish requirements that reflect WCRC objectives and values.	



(Typically, be expected for 100% fully effective in role)	Use appropriate methods and interpersonal styles to successfully complete a programme/project, modifying behaviour according to tasks, situations and team members involved. Set aspirational goals for personal accomplishment using methods to monitor progress toward attainment, tenaciously working to meet or exceed those goals while deriving satisfaction from the process of goal achievement and continuous improvement. Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. Be available to work any days or hours at times of flood or other natural disaster. Ability to manage time and prioritise and organise workload.
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To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.

Employee
Employee Job Title:

Name:

Manager Name:
Manager Job Title:



Our Values



Community First

We make decisions, and measure outcomes, based on how **well they serve our community.**



Acting with integrity

We **do what's right**, not what is easy, using good judgement and **respecting all.**



Valuing each other

Empowering/enabling/supporting each other to **grow and succeed.**



Leading the Way

Achieving positive change for our organisation, our communities and our region.



Own it

We take **responsibility** for what we say and do; **owning** the things that go well, and those that don't.