



TaurangaCity

Job description

Title	Lead Communications & Engagement Partner
Number	TBC
Group	Strategy, Partnerships & Growth
Division	Communications & Engagement
Reports to	Manager, Communications & Engagement Partnering
Direct reports	Senior Communications & Engagement Partners, and Communications & Engagement Specialists, portfolio aligned
Date	July 2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to lead communications and engagement partnering for an assigned portfolio, providing strategic direction, prioritising portfolio activity, and guiding Senior Communications and Engagement Partners and Communications and Engagement Specialists to deliver consistent, high-quality advice and engagement outcomes.

Key outcomes

Strategic partnering and portfolio ownership	• Act as the lead communications and engagement partner for an assigned portfolio, building trusted relationships with senior leaders, managers and project leads. • Provide strategic direction on communications and engagement approaches across the portfolio. • Ensure communications and engagement activity is aligned to organisational priorities, portfolio objectives and the wider Council context. • Identify portfolio risks, opportunities and emerging issues and respond proactively.
Engagement strategy, advice and planning	• Lead the development of communications and engagement strategies for major initiatives, projects, programmes and issues within the portfolio. • Provide strategic advice to leaders on stakeholder management, community sentiment, political context and engagement risks. • Ensure approaches are appropriate to the nature of the issue, community expectations and statutory obligations where relevant. • Support the development of plans that are coordinated, practical and responsive.
Leadership of portfolio activity	• Provide direction and guidance to Senior Communications and Engagement Partners and Communications and Engagement Specialists working within the portfolio. • Support prioritisation of work within the portfolio and ensure effort is focused on the highest-value activity. • Ensure delivery activity is supported by a clear strategy, agreed outcomes and good risk management. • Escalate complex, sensitive or cross-portfolio issues to the Manager, Communications and Engagement Partnering where required.
Stakeholder relationships and organisational influence	• Build and maintain strong working relationships with internal and external stakeholders, including community groups, businesses, iwi, partner agencies and elected members where appropriate. • Represent the communications and engagement perspective in portfolio discussions, planning and decision-making. • Promote best practice engagement and communication approaches across the portfolio. • Support a culture of proactive, joined-up and community-focused communications and engagement.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• A relevant qualification in communications, engagement, public relations, social sciences, or a related field. • At least 7 years' experience in strategic communications, engagement, stakeholder engagement, or senior advisory work. • Demonstrated experience developing communications and engagement strategies for complex projects, programmes or issues. • Strong understanding of community engagement practice, stakeholder management and local government operating environments. • Experience providing advice to senior leaders and managing politically or reputationally sensitive work. • Proven ability to guide and prioritise the work of others in a portfolio or team environment. • Excellent written and verbal communication skills. • Strong relationship-building, influencing and judgement skills. • Experience working with multiple cultural and diversity groups, including iwi.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections