



TaurangaCity

Job description

Title	Chief Operating & Finance Officer (COFO)
Number	
Group	Chief Operation & Finance Office
Division	Chief Operation & Finance Office
Reports to	Chief Executive
Direct reports	Head of Finance, Chief Digital Officer, Head of Commercial, Head of People, Performance and Culture and General Counsel
Date	June 2025

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 Chief Operation and Financial Officer (COFO) is a critical strategic leader responsible for optimising the Council's operational and financial performance through a relentless focus on efficiency, cost-effectiveness, and value creation. This role integrates leadership across finance, commercial strategy, procurement, legal, risk, digital services, people and culture, and governance support. The COFO drives enterprise-wide financial discipline, ensures high-impact investment decisions, and champions streamlined processes that reduce costs and maximise return on investment. As a key advisor to the Chief Executive and senior leaders, the COFO ensures legal and regulatory compliance, promotes strong risk management, and embeds a performance-driven, digitally enabled culture. Through innovative solutions and strategic oversight, the COFO enables sustainable operations and ensures the organisation delivers maximum value to the community.

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Key outcomes

<p>Council has strong financial and commercial leadership.</p>	<ul style="list-style-type: none"> • The development and implementation of Council's financial strategies, policies, and frameworks including the Financial Strategy for the Long-Term Plan are led with clarity and rigour. • Statutory financial obligations, including the Annual Plan, Long-Term Plan, and Annual Report, are consistently met. • Treasury, rating, and revenue functions are effectively managed to ensure sustainability and value for money. • Innovative financial solutions and investment strategies are developed to maximise return on investment and reduce operational costs. • Commercial operations, including procurement, asset management, and commercial property, are strategically managed to deliver value and cost efficiency.
<p>Enterprise performance is optimised through strong leadership and high-performing teams.</p>	<ul style="list-style-type: none"> • High-performing, collaborative teams across Finance, Procurement, People & Culture, Risk, Legal, and Digital Services are led and developed to support Council outcomes. • Strategic advice and performance insights are integrated across business units to support sound planning, informed decision-making, and efficient use of resources. • Systems and processes are continuously improved to streamline service delivery, reduce cost, and enhance customer outcomes. • Staff are empowered through clear direction, coaching, and development opportunities that build capability and accountability. • Adaptive, people-centred operating models are championed to foster innovation, agility, and wellbeing.
<p>Digital and data capabilities enable transformation and operational excellence.</p>	<ul style="list-style-type: none"> • Digital strategies and solutions are led and delivered to improve organisational performance and customer experience. • Digital, cyber, and change metrics are monitored to identify risk, drive improvements, and ensure strategic alignment. • Business intelligence is leveraged to support long-term planning, resource optimisation, and operational improvement.

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Strategic relationships are actively developed and leveraged.	<ul style="list-style-type: none"> Productive internal and external partnerships are built and maintained to advance Council's commercial, legal, and financial objectives. Council is actively represented in national and industry forums, contributing expertise and supporting sector-wide progress.
People, health, safety and wellbeing practices are embedded and effective.	<ul style="list-style-type: none"> HR and HSW strategies are aligned to organisational needs and effectively implemented to support a resilient and high-performing workforce. People-related services such as recruitment, performance development, remuneration, and employee relations are delivered efficiently, compliantly, and consistently. Best-practice advice is provided to people leaders and the Executive to manage risks and capitalise on opportunities. A strong culture of health, safety and wellbeing is embedded and supported by data, leadership, and tailored initiatives.
The principles of Te Tiriti o Waitangi are actively upheld.	<ul style="list-style-type: none"> Meaningful partnerships with tangata whenua are fostered across all areas of responsibility. The development of staff capability in te reo Māori, tikanga Māori, and Mātauranga Māori is promoted to embed cultural confidence and responsiveness.

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
<ul style="list-style-type: none"> A tertiary qualification in finance, accounting, commerce, law, public policy, or business administration (postgraduate or master's level preferred). A recognised professional accounting qualification (e.g., CA, CPA) Additional governance or executive leadership certification (e.g., from the Institute of Directors or similar) is desirable. Significant executive leadership experience (10+ years) across multiple domains such as finance, commercial operations, legal, digital transformation, HR, procurement, or risk. Demonstrated experience in leading enterprise-level financial strategy, including long-term planning, asset management, and treasury oversight. Proven track record of driving commercial value, operational efficiency, and return on investment in a complex, publicly accountable environment.

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- Strong experience in governance, risk management, and compliance, including navigating legal and reputational risk at senior levels.
- Demonstrated capability in leading multifunctional teams and fostering a culture of performance, collaboration, and innovation.
- Experience working with or reporting to elected officials, boards or governance bodies in either public sector or large commercial environments.
- Demonstrated understanding of the principles of Te Tiriti o Waitangi and experience partnering with tangata whenua in strategy, delivery, or decision-making.
- Proven experience in digital transformation, business intelligence, and using data insights to drive organisational performance is highly desirable.

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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