



Job description

Title	Corporate Planner
Number	TBC
Group	Strategy, Growth & Governance
Division	Strategy and Corporate Planning
Reports to	Team Leader: Corporate Planning
Direct reports	N/A
Date	28/03/2022

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 and contribute to elements of TCC's corporate planning and performance reporting processes.

Key outcomes

Statutory corporate planning documents are prepared to a high standard and meet all legislative and good practice requirements.	<ul style="list-style-type: none">• Contribute to the planning, coordination and delivery of key corporate planning and monitoring processes (including key external accountability documents such as the long-term plan, annual plans, annual reports, quarterly monitoring reports and the pre-election report).• Identify and undertake quality assurance of corporate planning processes, products, and outcomes.• Contribute to the stakeholder engagement aspects of key corporate planning processes.
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	<ul style="list-style-type: none"> • Contribute to de-brief and learning processes on significant aspects of key corporate planning processes, and ensure learnings are acted upon.
Performance monitoring and reporting are of a high standard.	<ul style="list-style-type: none"> • Contribute to the preparation of key monitoring and reporting processes including the Annual Report, quarterly monitoring reports to Council and reporting to the Executive Leadership Team. • Contribute to the maintenance and continuous improvement of the performance measurement and monitoring framework. • Contribute to de-brief and learning processes on significant aspects of key performance reporting processes, and ensure learnings are acted upon.
Internal and external relationships are trusted, sustainable and effective.	<ul style="list-style-type: none"> • Build and maintain strong internal partnerships to ensure effective and efficient delivery of corporate planning, monitoring, and reporting processes. • Manage external relationships, including with the wider community, as required.

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 relevant university degree. • 3-5 years' practical experience in a relevant role or roles. • Proven and demonstrated written and verbal communication skills and abilities – clarity, fluency, balance, impact, and conciseness. • High level of interpersonal skills. • Excellent time management and project management skills. • Decision-making skills and sound professional judgement. • Well organised, and an ability to plan and prioritise important activities/tasks and meet timeframes. • Ability to work independently on own projects, as well as work collaboratively on large projects as part of a team.

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