



## Job description

<b>Title</b>	Principal Strategic Advisor
<b>Number</b>	
<b>Group</b>	Strategy, Partnerships & Growth
<b>Division</b>	Strategy, Governance & Climate Resilience
<b>Reports to</b>	Head of Strategy, Governance & Climate Resilience
<b>Direct reports</b>	N/A
<b>Date</b>	February 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

### Job purpose

The primary purpose of this role is to provide leadership and expert advice to assist TCC in delivering upon its strategic direction and priorities.

### Key outcomes

<p><b>Research and advice: Effective research, analysis, conclusions, and recommendations are provided to management, the Executive Team, and elected members, resulting in evidence-based decision making which is in alignment with strategic priorities.</b></p>	<ul style="list-style-type: none"> <li>• Lead and undertake detailed research and analysis on specific topics as part of the development and delivery of the Council's strategic direction and priorities.</li> <li>• Provide quality information and advice to senior management and elected members to enable fully informed decision-making.</li> <li>• Lead and contribute to submissions by Council on issues and proposals from central government, local government, and other relevant bodies.</li> </ul> <p>Lead and contribute to development and review of Council's strategic framework and direction, ensuring it is easily articulated and has known priorities that form the basis for strategic and corporate planning processes. Lead the identification and analysis of key issues to feed into the Long-Term Plan and Annual Plan processes.</p>
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<p><b>Project conception: Project assessments &amp; business cases are appropriately scoped, planned, resourced, managed, and delivered.</b></p>	<ul style="list-style-type: none"> <li>• Undertake robust analysis (both financial and non-financial) as part of the development of options for strategic projects and policy or process reviews.</li> <li>• Engage, facilitate, and work across the organisation and with external stakeholders to identify and collect the necessary information to assess projects and develop business cases.</li> <li>• Manage and coordinate the development of business cases for significant projects.</li> <li>• Identify and respond to opportunities to add strategic value to significant issues or projects across the organisation.</li> </ul>
<p><b>Project management and delivery: Strategic projects are successfully managed and delivered.</b></p>	<ul style="list-style-type: none"> <li>• Lead and contribute to specialist projects that support the organisation's strategic priorities.</li> <li>• Projects are appropriately scoped, planned, resourced, managed, and delivered to meet planned strategic outcomes.</li> <li>• Project teams are well managed, clear on their roles and responsibilities, and are engaged to deliver a successful project.</li> <li>• Develop processes as required to give effect to the strategic framework by translating strategies and plans into implementation.</li> </ul>
<p><b>Relationship management: Relationships are trusted, sustainable and effective.</b></p>	<ul style="list-style-type: none"> <li>• Build and maintain strong internal partnerships, including with senior management and elected members, to ensure effective and efficient delivery of strategic projects, processes, and outcomes.</li> <li>• Effectively build and manage external relationships, including with mana whenua partners, to support identification and delivery of Council's strategic priorities.</li> </ul>

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

<p><b>Essential</b></p>
<ul style="list-style-type: none"> <li>• A relevant university degree.</li> <li>• Significant senior experience (10+ years) in a relevant role ideally in a local or central government environment working on strategic planning, business case development or project management.</li> </ul>

# 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