



Tauranga City

Job description

Title	Manager, Communications & Engagement Partnering
Number	TBC
Group	Strategy, Partnerships & Growth
Division	Communications & Engagement
Reports to	Head of Communications & Engagement
Direct reports	Lead Communications & Engagement Partners
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 the Communications and Engagement Partnering function across Tauranga City Council, ensuring the organisation receives consistent, high-quality strategic communications and engagement advice, clear portfolio prioritisation, and effective management of reputational, statutory and politically sensitive matters.

Key outcomes

Strategic portfolio leadership and prioritisation	• Lead the Communications and Engagement Partnering team across assigned organisational portfolios. • Set clear priorities across portfolio demand, balancing business needs, organisational priorities, statutory requirements and reputational risk. • Ensure work is allocated to the right level within the partnering model and escalated appropriately where required. • Provide a clear single point of leadership for General Managers, senior leaders and other key internal stakeholders on complex or high-risk communications and engagement matters
Consistent strategic advice and risk management	• Ensure the organisation receives joined-up, strategic communications and engagement advice that is consistent, timely and aligned with Council priorities. • Provide oversight on politically sensitive, high-profile or cross-organisational matters, including escalation where required. • Identify strategic risks, issues and emerging themes across portfolios and ensure these are proactively managed. • Support the quality and consistency of advice provided by Lead Partners, Senior Advisors and Advisors.
Effective partnering model and workflow	• Maintain a clear separation between strategic partnering and specialist delivery functions, including media, web, brand, content and campaign delivery. • Ensure effective workflow between the Partnering team and other Communications and Engagement functions. • Clarify roles, responsibilities and service expectations across the partnering model so work is managed efficiently and duplication is reduced. • Ensure engagement and communications approaches are practical, fit for purpose and proportionate to the scale and complexity of the work
Leadership and team capability	• Lead, coach and support the development of the Partnering team, building strong practice, judgement and consistency. • Foster a collaborative, constructive and high-performing team culture. • Support continuous improvement in communications and engagement practice, including tools, frameworks and lessons learned.

	• Build strong working relationships across the wider Communications and Engagement function and with senior leaders across Council. • 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.
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Person specifications

Essential
• A relevant qualification in communications, engagement, public relations, social sciences, or a related field. • At least 8–10 years' experience in communications, engagement, public relations, stakeholder engagement, or a similar field. • At least 3 years' experience in a people leadership, senior strategic partnering, or equivalent leadership role. • Demonstrated experience leading complex, high-risk or politically sensitive communications and engagement work. • Strong knowledge of local government structures, statutory consultation requirements and political operating environments. • Proven ability to lead and prioritise work across multiple portfolios, stakeholders and competing demands. • Excellent written and verbal communication skills, including the ability to provide clear strategic advice to senior leaders and elected members. • Strong coaching, influencing and relationship management skills. • Experience working with multiple cultural and diversity groups, including iwi, and an understanding of Te Tiriti-based practice in a local government context.

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