



**Tauranga**City

## Job description

<b>Title</b>	Team Leader: Governance & CCO Support Services
<b>Number</b>	[Position number]
<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>	Governance Advisors x 2, Senior Governance Advisor, CCO Specialist, Administrator: Governance Services
<b>Date</b>	24 July 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

Lead the Governance Services team to deliver high-quality, timely, and legally compliant governance support to Tauranga City Council and its Council-Controlled Organisations (CCOs). This role ensures robust decision-making frameworks, strong stakeholder relationships, and the continuous improvement of governance systems in a digital, fast-paced environment. The Team Leader may also act as the Deputy Electoral Officer as required.

### Key outcomes

<b>The team has strong and effective leadership.</b>	<ul style="list-style-type: none"><li>• Provide effective leadership, mentoring, and development of the Governance Services team.</li><li>• Lead delivery of agreed programmes and services, ensuring high performance and alignment with organisational strategy.</li><li>• Foster strong, trusted working relationships with the Chief Executive, Executive Team, elected members, staff, and CCOs.</li></ul>
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	<ul style="list-style-type: none"> <li>• Actively lead in chambers, supporting formal meetings and proceedings with confidence and professionalism.</li> <li>• Support the Head of Strategy, Governance &amp; Climate Resilience with reporting, budgeting, and annual planning for the team.</li> </ul>
<b>Quality governance systems and digital capability</b>	<ul style="list-style-type: none"> <li>• Lead in a digital environment, ensuring governance systems (e.g. InfoCouncil) are modern, effective, and compliant.</li> <li>• Drive reviews of governance processes and systems to identify efficiencies, reduce risk, and enhance service delivery.</li> <li>• Manage KPIs to monitor service performance and accountability.</li> <li>• Ensure digital tools and infrastructure evolve in line with statutory obligations and public expectations.</li> </ul>
<b>High quality, compliant governance delivery</b>	<ul style="list-style-type: none"> <li>• Provide expert advice and guidance to elected members, staff, and CCOs on governance processes, report writing, and meeting protocols.</li> <li>• Ensure all meetings are managed in accordance with legislation, Standing Orders, Terms of Reference, and the Elected Members' Code of Conduct.</li> <li>• Deliver accurate, consistent, and timely governance support, aligned with the Local Government Official Information and Meetings Act 1987 (LGOIMA).</li> <li>• Oversee representation reviews, election and poll-related activity, and induction of Council on governance matters.</li> <li>• Manage the elected members' conflict of interest register and contractual arrangements for external hearing commissioners.</li> <li>• Ensure the City Vision and strategic direction are reflected in CCO governance support.</li> </ul>
<b>Cultivates relationships that are trusted, sustainable and effective.</b>	<ul style="list-style-type: none"> <li>• Cultivate strong, trusted relationships across Council, CCOs, iwi and hapū organisations, and external stakeholders.</li> <li>• Uphold the principles of Te Tiriti o Waitangi in all engagement, decision-making, and support functions.</li> <li>• Build the community's confidence in open, transparent governance through consistent and credible practices.</li> <li>• Represent Council in national and sector forums and maintain active networks with peer governance teams across New Zealand.</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

Essential
<ul style="list-style-type: none"><li>• Relevant tertiary qualification, preferably with a background in law, arts or public policy and/or comparable experience</li><li>• 10+ years' experience in a senior role, preferably governance role, within a local or central government environment.</li><li>• Demonstrated success in managing and developing high performing teams</li><li>• Experience of leading change and excellence in digital system implementation, management and delivery.</li><li>• Knowledge of key legislation in particular relevant decision-making process related to the Local Government Act 2002, Resource Management Act 1991, Local Government Official Information and Meetings Act 1987, the Local Electoral Act 2001, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.</li><li>• Experience managing and leading work and relationships with external entities</li></ul>

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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