

Job Description

Job title:	Regional Housing Action Plan Implementation Lead	Location:	Wellington -Wairarapa-Horowhenua region
Status:	12 Months Fixed term	Effective:	August 2023
Group:	Strategy	Department:	WRLC

About the Wellington Regional Leadership Committee (WRLC)

Ready to guide, shape and facilitate new collaborative outcomes for the Wairarapa-Wellington-Horowhenua region, and beyond.

The WRLC brings together key leaders across the region, from local government, central government, and designated iwi organisations to progress some of our biggest challenges and opportunities. They are supported by a Secretariat team to help and ensure the best decisions and outcomes are achieved.

The partnership demonstrates how we are stronger together; meeting our region's shared challenges head on and making a positive impact on issues of housing, transport, iwi/Māori housing, and climate change, resilience and economic development.

The Greater Wellington Regional Council is the home-organisation of the WRLC.

Role of the WRLC's Secretariat Team: The Secretariat team works to ensure all WRLC's considerations and decisions are well-informed:

- To support decisions, activate connections and help ensure the WRLC has the perspective, expertise and advice to explore options, make informed decisions and equip the region to sustainably grow.
- To support and activate strategic directions for the development and achievement of goals and actions that underpin and help realise the WRLC's commitment to spatial development, regional economic development and regional economic recovery.
- To support connections that need to be made, so stakeholders, partners and others can benefit from outcomes and implementation actions.

The [Regional Housing Action Plan \(RHAP\)](#) is a region-wide plan that includes localised and regional level actions and initiatives that can be implemented in a five year period to increase housing supply.

This plan focuses on what can be done to accelerate housing delivery, with all parties working smarter together and implementing ideas that might be successful across the region, as a single area.

The desired outcomes from the RHAP is that the initiatives:

- increase housing supply, and improve housing affordability and choice, and
- encourage sustainable, resilient, and affordable settlement patterns that use existing infrastructure and resources efficiently.

The integrated approach has already seen regional influencers (Ministry of Housing and Urban Development, Kāinga Ora, Waka Kotahi, Councils, community housing providers, council-controlled organisations, other Housing stakeholders and mana whenua) agree to the RHAP's desired outcomes. The actions and initiatives that come out of the RHAP provide a clear pathway forward, and a clear housing vision for this region's future, which is:

Everyone in Aotearoa New Zealand lives in a home and within a community that meets their needs and aspirations.

The RHAP was signed off by the WRLC in March 2022. A RHAP Forum has been established, and consists of members from the WRLC partner organizations, and other housing providers in the region.

Purpose of role

The purpose of the Lead role is to:

- Work closely with the RHAP Forum Chair, the WRLC Secretariat and other members of the Forum to realise the RHAP desired outcomes.
- Implementing the [RHAP actions and initiatives](#)

Other responsibilities include:

- Identify and appoint implementation leads for RHAP actions and initiatives, and work actively to ensure successful implementation
- Designing, managing and facilitating meetings and workshops to engage with partners, stakeholders, subject matter experts and the wider community
- Building and maintaining key relationships, including with iwi partners, contemporaries at all participating Councils, central government, and other key stakeholders
- All aspects of progress reporting, monitoring and evaluations framework/process for RHAP desired outcomes
- Organising and managing all aspects of RHAP Forum meetings
- Providing advice on planning, policy or strategy where necessary
- Developing implementation plans for RHAP initiatives
- Connecting with the leads of the Priority Development Areas to identify opportunities where RHAP actions can assist development.

The role will be based in the Wairarapa-Wellington-Horowhenua region.

Working relationships/reporting lines

Regional Housing Action Plan Implementation Lead reports to the Programme Manager, WRLC Secretariat. The role has no direct reports.

RHAP Forum	<p>RHAP Forum Chair</p> <p>RHAP Forum members</p> <p>Contractors undertaking project work relating to the RHAP</p> <p>Relevant staff from partner organisations e.g., EAs, communications and engagement staff, technical and policy advisors</p>
WRLC	<p>WRLC Senior Staff Group (via RHAP Forum Chair)</p> <p>Programme Director</p> <p>Communications and Stakeholder Adviser</p> <p>Programme Co-ordinator</p>
Other	<p>External consultants, partners and suppliers of key services</p> <p>Mana whenua representatives where not represented on the RHAP Forum</p> <p>External stakeholders such as central government agencies, elected representatives, research institutions, relevant sector organisations, businesses and NGOs (environment, transport, urban development, economic development)</p> <p>Officers from other NZ councils and central government agencies undertaking similar work</p> <p>Greater Wellington Administration and Democratic Services staff (for administration and committee matters)</p>

Key results and tasks

Key Results	Key Tasks
<p>Implement the RHAP actions and initiatives.</p>	<ul style="list-style-type: none"> • Actively work to progress and implement RHAP actions and initiatives: <ul style="list-style-type: none"> ○ Identify and appoint implementation leads

Key Results	Key Tasks
	<ul style="list-style-type: none"> ○ Monitor and drive progress ○ Direct and motivate resources ● Ensure alignment RHAP actions and initiatives against RHAP desired outcomes ● Manage budgets to ensure efficient and effective use of resources
<p>Build and maintain collaborative relationships</p>	<ul style="list-style-type: none"> ● Design, manage facilitate meetings and workshops to engage with partners, stakeholders, subject matter experts and the wider community ● Build and maintain key relationships, including with iwi partners, contemporaries at all participating Councils, central government, and other key stakeholders ● Connect with the leads of the Priority Development Areas to identify opportunities where RHAP actions can assist development. ● Represent WRLC in partnership and collaboration ● Lead collaborative planning and delivery with partners, stakeholders and the community ● Be responsible for (maintain, design, manage, etc) the RHAP Forum meetings
<p>Reporting, monitoring and evaluating progress towards realisation of the Regional Housing Action Plan desired outcomes</p>	<ul style="list-style-type: none"> ● Develop progress reporting, monitoring and evaluations framework/process for progress against RHAP desired outcomes ● Monitor progress and coordinate accountability reporting against objectives (including financial), to satisfy WRLC requirements and those of external funders

Key Results	Key Tasks
<p>Self-Management</p> <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance /personal development 	<ul style="list-style-type: none"> • Be open to consultation and seek regular feedback from your manager in line with Greater Wellington’s performance management system (P4P) • Identify opportunities for training and development • Comply with Health and Safety legislation and policies.
<p>Sustainable Resource Management</p> <ul style="list-style-type: none"> • Demonstrates a commitment to sustainable resource management 	<ul style="list-style-type: none"> • Promotes sustainable resource management and the WRLC’s role and achievements in this area, including making effective and efficient use of resources available • Carries out such other duties relating to sustainability as may be assigned from time to time.
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC’s health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters, practices safe work methods and follows health and safety procedures • Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions • Reports all incidents, including near misses and hazards, whether or not these incidents involve injury

1. Dimensions (employees, budget, delegations)

1.1 Employees

No direct reports. Will be responsible for the management of consultants, fixed term employee, contractors and the Project contributions of a range of others (both internal and external to GW).

Responsible for oversight of outputs of consultants and staff engaged or assigned to other projects.

1.2 Budget

The project has a small annual budget.

1.3 Financial delegations

Authority to approve expenditure related to area of responsibility at delegated level. Staff delegations are defined in the Instrument of Delegation at Greater Wellington.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- An appropriate tertiary qualification or equivalent experience in a relevant field (strategy, policy, housing)
- Proven ability to
 - build and maintain great relationships
 - create and follow up on opportunities
 - connect ideas and people
 - identify and understand intersections with the projects
 - facilitate workshops, meetings and other engagement opportunities
 - challenge thinking, tease out the big ideas, test the status quo
 - monitor and encourage the progress of plans and initiatives
 - understand regulatory contexts
- General knowledge of housing and broader urban development.

- Experience with drafting policy or strategy documents in a central or local government context
- Experience working with or in multi-disciplinary or cross-organisational teams including running workshops
- Experience with central or local government processes, such as public engagement requirements
- Excellent communication skills, with experience writing for a diverse range of audiences
- Ability to review documents and provide constructive feedback to ensure documents are completed to a high standard
- Some private sector property experience, or understanding of the housing sector

2. Personal attributes and behavioural competencies

- Ability to operate strategically, with a solution focussed attitude
- Well-developed interpersonal skills (listening skills, persuasive)
- Ability to relate to a wide range of people and maintain good working relationships; Enjoys collaborating with others to achieve positive outcomes
- Builds partnerships and works collaboratively with others to meet shared objectives
- Provides timely and helpful information and advice to colleagues and stakeholders – gaining the trust and support of others.
- Ability to work as part of a project team, as well as to work independently
- Ability to work to deadlines and complete work to a high standard
- Ability to influence through effective application of knowledge and logic
- Sound judgement: Able to assess options and evaluate potential outcomes to ensure decisions are based on well thought out processes
- Honesty, integrity, enthusiasm and energy
- Respects other people's contributions, work pressures and responsibilities

- Pragmatic, flexible and adaptable
- Awareness and understanding of tikanga Māori and whakawhanaungatanga

3. Physical requirements

- Ability to safely use a keyboard, mouse without causing or aggravating an injury
- Able to physically carry out the functions of the position.

Date and signatures

Job holder: _____ Date: _____

Manager: _____ Date: _____

DRAFT