

POSITION DESCRIPTION

Position Title	Project Leader – Community & Engagement
Organisation	Electoral Commission
Location	Wellington
Date	April 2019
Reports to	Business Improvement Manager
HR Reference	TBA

Position Purpose

The Project leader will contribute to the successful conduct of the 2020 General Election by:

- To the design and build of the GE2020 community engagement campaign
- Contributing to the wider community engagement strategy
- Lead the selection and coordination of specialist services to engage with target groups (Maori, Pacific, CALD and Youth)
- Identify support services and resources required to deliver community engagement events
- Lead the allocation and management of regional community engagement expenditure and budgets
- Supporting the Senior Project Manager Community and Engagement to deliver other engagement events leading up to the GE specific events

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our vision:

New Zealanders trust, value and take part in parliamentary elections.

Strategic mission:

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our contribution:

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Important Relationships

Internal

- Chief Electoral Officer
- Electoral Commission Board
- Commission Staff including permanent and temporary field staff particularly the Enrolment Operational Manager, Regional Managers and Registrars of Electors

External

- Members of the public
- Community organisations
- Ministry of Justice
- Other public sector organisations
- Suppliers, consultants and contractors
- Political parties, third parties and electoral candidates
- Overseas Electoral agencies
- Whānau, hapu, iwi, other Māori and organisations
- Statistics New Zealand

Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"> • Events Management 	<ul style="list-style-type: none"> • Contribute to efficient and effective conduct of enrolment and community engagement activities by: <ul style="list-style-type: none"> • Leading and actively participating in projects to develop electoral processes, including analysis of business needs, design of processes, development of supporting technology, manuals, training materials, forms and publications, and simulation and testing • Working with Voting Services to identify opportunities to use AVP sites for community engagement and enrolment prior to the advanced voting period • Applying nationally-consistent event standards and performance measures to electoral events • Monitoring, reporting on event performance against performance measures • Monitoring through the regional and electorate structures all

	<p>field activities related to electoral events</p> <ul style="list-style-type: none"> • Connecting and collaborating with providers and Registrars of Electors • Managing the distribution and retrieval of event supplies and equipment • Ensure that effective relationships are established and maintained with contractors, providers and community groups
<ul style="list-style-type: none"> • Business Support and Advice 	<ul style="list-style-type: none"> • Supporting business systems and processes, including: assisting with the development of business specifications for the use of technology and implementing the risk management framework in their area of responsibilities • Providing support and input into other work streams including supporting Registrars of Electors • Ensuring work streams are delivered according to time, cost, and quality standards or goals by: <ul style="list-style-type: none"> ○ defining project scope, work schedule and budget with project sponsor (i.e. using a project plan or research proposal) ○ identifying resource requirements to meet the plan ○ monitoring progress against project milestones and deliverables in accordance with the project/research plan ○ providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes ○ conducting a post implementation review where agreed to identify learning/improvement opportunities for the future
<ul style="list-style-type: none"> • Design and Implementation 	<p>Contribute to the continuous improvement of processes by:</p> <ul style="list-style-type: none"> • Creating and clearly articulating thorough business solutions that are targeted to communities, through problem definition, analysis of business needs, design of operational solutions and development of supporting materials such as systems, manuals, and training materials • Practicing a continuous improvement approach by reviewing your own work methods and maintaining a positive approach to solving problems/issues.
<ul style="list-style-type: none"> • Develop and deliver Community Engagement strategies and programmes 	<ul style="list-style-type: none"> • Contribute to the development of training materials and programmes to ensure community engagement staff and communities are fully equipped to undertake their roles effectively; • Develop templates, systems and processes to enable effective delivery of the work plan by providers; • Providing support to Senior Project Leader with the overseeing of local engagement with key community influencing groups
<ul style="list-style-type: none"> • Relationship Management 	<ul style="list-style-type: none"> • Contributes to higher effectiveness levels for the Commission by identifying developing, and maintaining an appropriate network of contacts • Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services. • Develop, maintain and foster relationships and increase the sphere of influence with communities • Maintains high ethical standards of conduct

<ul style="list-style-type: none"> • Workplace Effectiveness and Corporate Contribution 	<ul style="list-style-type: none"> • Contribute to the Commission’s effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team. • Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004. • Supports the Electoral Commission to become more responsive to whānau, hapu, iwi and other Māori
<ul style="list-style-type: none"> • Health and Safety 	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and that of others at work • Complies with the Commission’s health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained. • Ensure timely and accurate reporting of any hazards and potential hazards so that they may be remedied

Person Specifications

Qualifications and technical skills

- A relevant tertiary qualification and/or equivalent experience

Experience and knowledge profile:

- Knowledge of their target communities
- Practical knowledge and experience in managing electoral processes
- Proven project management and people management skills
- Experience demonstrating an ability to translate policy into practice
- Demonstrated experience in the development and delivery of operational policies and procedures
- Understanding of business tools, processes and systems
- Demonstrated experience in facilitating, negotiating and managing successful contracts with vendors and suppliers
- Understanding of IT strategies and standards at Government, Ministry and Office levels
- Excellent communication, coordination and liaison skills with proven ability in relationship management

Key Competencies Required

- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Relationship Management:** The ability to build and maintain constructive professional relationships.
- **Influencing and Communications:** Innovative. Ability to think of new ways of doing things and disrupt the norm.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.

- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain.
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.