

# Tool D: Job descriptions for the key LTCCP roles

## LTCCP project sponsor

### Role

Responsible for ensuring the strategic development of the LTCCP is aligned with council's direction & expectations and that the necessary internal resources to complete its preparation according to agreed timeframes are available

Provides guidance and support to the project manager

Promotes the LTCCP within the culture of the organisation providing effective and consistent internal communication

Ultimate staff level interpretation of council's intent and call on competing resourcing priorities in relation to LTCCP preparation

Reviews achievement of plan preparation milestones and makes judgments as to the appropriate plan of action

Focus on inter-organisation processes and partnership development as it may influence the LTCCP

Champions the LTCCP project within the organisation (in conjunction with other senior management)

Principal advisor to council as is necessary in relation to LTCCP preparation.

### Person specification

Will normally be the Chief Executive or have their brief and authority

Able to sense and evaluate the significance of strategic issues allocated to and arising from LTCCP preparation, and be decisive in leading a process for their resolution

Fully familiar with legislative requirements in relation local authority planning and decision-making

Skilled at effectively resolving competing resourcing priorities and conflict resolution

Skilled at building and maintaining interpersonal relationships to deliver on organisational and community priorities

Possesses the ability to exercise sound professional judgement under pressure

Enjoys the trust and confidence of the elected members

Must be willing and available to meet with the project manager on a frequent and regular basis.

# LTCCP project manager

## Role

Responsible for ensuring the LTCCP is delivered on time, within budget, meets the procedural and content requirements of the legislation, and the objectives of council

Single point of accountability to the project sponsor

Chief author of the project plan and budget, and chiefly responsible for monitoring progress against this document

Manager of the financial, human and other resources necessary to deliver the LTCCP

Manager of the key internal relationships to ensure all the necessary parties are informed, engaged and participating with the work

Manager of the key external relationships.

## Person specification

Detailed knowledge of the Local Government Act – especially the purpose and principles of local government, and the planning, consultation and accountability requirements of the legislation and how they apply to the development of an integrated LTCCP. (Working knowledge of other parts of the legislation is desirable but not essential)

Should have a sound knowledge of the local authority and the local community in which the local authority operates

Should have significant experience in strategic planning, policy, or a significant operational role in either central or local government, preferably in one or more roles. (Ideally the project manager for the 2009 LTCCP would either have been the project manager for a 2006 LTCCP, or had significant involvement with the 2006 LTCCP)

A demonstrated record of managing large complex projects in a highly political environment, including an excellent working knowledge of, and practical experience in project management tools and techniques

Substantial previous experience with budget and human resource management

Excellent skills in building and managing a wide variety of internal and external relationships to deliver on the position objectives – in particular the ability to motivate and empower others to deliver

Skilled at communicating effectively to a variety of audiences

The ability to take a multidisciplinary global view to the development of the LTCCP, while remaining conversant with the detail

A commitment to producing quality deliverables

The ability to exercise sound professional judgement under pressure

The ability to achieve and maintain high levels of personal commitment.

# LTCCP project team member

## Role

The role of the project team members is to:

- ensure that the LTCCP project manager is able to fulfil their responsibilities for delivery of the LTCCP, by ensuring the responsibilities assigned to the team member are completed to agreed standards and within agreed timeframes and budgets
- support the project manager and other team members by operating in a collegial way
- manage or lead one or more aspects of the overall LTCCP project.

## Person specification

Working knowledge of the Local Government Act – especially the purpose and principles of local government, and the planning, consultation and accountability requirements of the legislation and how they apply to the development of an integrated LTCCP

Specialist knowledge of and/or experience with one or more of the following areas in the local government context: financial management and reporting, asset management, strategic/corporate planning, information systems, community engagement/consultation, or communication

Significant background in strategic planning, policy, or a significant operational role in local government – preferably in more than one role

Familiarity with, and experience in the application of project management tools and techniques

Some budgetary and human resource management skills are desirable but not essential

Effective written and oral communication skills

The ability to take a multidisciplinary global view to the development of the LTCCP, while providing specialist input into the development of the LTCCP

A commitment to producing quality deliverables

The ability to exercise sound professional judgement under pressure

The ability to achieve and maintain high levels of personal commitment.