



Senior Advisor

Transformation

Reports to: Director Transformation

Location: Laings Rd

Date: September 2026

Purpose of the role:

This role operates as a trusted senior advisor within the Transformation Directorate. The position will provide expert advice, leading the delivery of a range of projects and initiatives (including complex and high priority activities) that advance key deliverables as part of the Transformation programme such as leading work as part of the Target Operating Model, and relevant Council's strategic objectives, alongside supporting the day to day activities of the Directorate.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata – Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*

We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*

We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*

We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau

Work as One Council

He Tātai Muka

People & Performance Focus

He Rangī tā Matawhānui

Open & Adaptable

Te Ringa Tōhau Nui

Business sense

Kāpuia Te Kāhaho

Customer & Community Focus

Te Pae Tawhiti

Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at careers.huttcity.govt.nz/home

The level of capability required for this role is:

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Foundational

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Intermediate

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Advanced

About the role

Project and initiative delivery	Provide strategic oversight and direction for complex, cross-organisation initiatives, working autonomously to navigate political, operational and stakeholder dynamics. Work independently or as part of cross-organisational project teams to support the delivery of the Transformation programme. Lead and deliver key projects and pieces of work as requested by the Director of Transformation. Use Council project management frameworks to plan, control, and report on projects and programmes Provide clear and timely reporting on progress of projects/initiatives and risks to the Director Transformation, CLT, and others as required.
Strategic advice and problem-solving	Bring together and analyse complex quantitative and qualitative information from across Council and external sources and provide strategic and operational advice on high-stakes issues and opportunities. Exercise independent judgment on sensitive matters, discerning when issues require escalation and proactively managing risks to the Transformation programme. Analyse information, identify options, and develop practical recommendations that enable progress. Support the translation of priorities into implementable actions, adjusting approach as issues evolve or new information emerges.
Stakeholder support and engagement	Support effective engagement with internal and external stakeholders in line with the Transformation priorities, including engagement with Mana Whenua. Represent the Transformation Directorate in senior-level forums and working groups, negotiating outcomes and building strategic alliances that advance priorities. Assist with planning and coordinating engagement activity, including preparing briefings, key messages, and supporting materials as well as designing and conducting interactive working sessions and workshops. Build productive working relationships across the organisation and with partners to enable delivery and resolve issues.

Communications management	Ensure an effective strategy is in place for communications to support Transformation priorities. Support development and delivery of communications as required – including management of key communications channels. Lead development of strategic communications approaches for complex or sensitive issues, ensuring messaging aligns with wider political and organisation context. Prepare clear, well-crafted written and verbal material including briefings, correspondence, presentations, and talking points. Work across council teams to ensure advice and materials are timely, accurate, and fit-for-purpose.
Leadership of Self	Seek to understand how your work contributes to our organisational priorities. Role model council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context. Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Navigating change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do in order to continue to meet council and community needs Ask questions and participate positively during times of change, supporting others to do the same
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement Champion new and innovative ways of thinking Identify, recommend and aid in the implementation of improvements to existing systems and procedures
Financial acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles and office supplies

Risk management	Identify risks and hazards and escalate appropriately
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role ie: floods, slips and other weather or natural event preparedness
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement Participate in wellbeing activities Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely You are familiar with our H&S Manuals, Policies and Process and agree to abide by them

About you

Essential	Demonstrated experience operating at a senior level within politically sensitive or high-stakes environments, demonstrating sound political judgment and discretion. Strong analytical and problem-solving skills, with the ability to quickly understand issues, identify options, and provide practical, well-reasoned advice. Advanced strategic thinking capability with demonstrated ability to see beyond immediate issues to identify risks, longer-term implications and opportunities. Excellent written and verbal communication skills, including experience preparing clear, concise, and fit-for-purpose briefings, correspondence, and supporting materials for senior audiences. Ability to build effective working relationships across teams and with a diverse range of internal and external stakeholders.
Desired	Experience working in or alongside local government, central government, or a similarly complex public-sector environment. Experience providing direct advice to senior executives, elected members, or Ministers, with demonstrated ability to operate effectively in politically complex environments.

	Experience contributing to or delivering work programmes that support senior leaders, elected members, or executive-level priorities. Comfort working across multiple disciplines, including strategy, project delivery, engagement, and communications.
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Key relationships and delegations

Number of people reporting you	0
Total number of people within your delegation	0
Operating budget	\$ 0
Capital budget	\$ 0
Core partnerships	Internal: Heads of business units Corporate Leadership Team, project managers, other council staff, Council Controlled Organisation staff External: Stakeholders related to Mayor's priorities – could include community leaders, businesses, event organisers, media.

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.