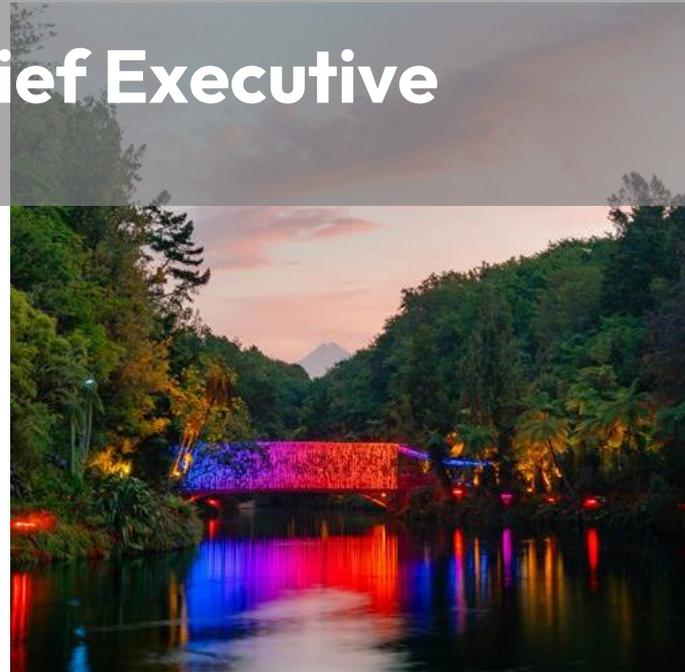




Candidate Briefing Pack for New Plymouth District Council

Opportunity: Chief Executive



Candidate Timeline + Additional Information

Robert—
—Walters



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New Plymouth
District Council

Employer Benefits

(not limited to)

- Birthday leave
- EAP and Telus Health access
- 5 weeks of annual leave
- Gym membership subsidy

Additional information

- [Mayors & Councillors](#)
- [Current Annual Plan](#)
- [Executive Leadership Team](#)
- [Long Term Plan 2024-2034](#)

Follow the links to explore more about the role and organisation

Timeline

Please note that this timeline is a rough guideline and could change

Applications close	Deadline for applications	Friday, 20 th March
Longlist Interviews	Behavioural based interviews conducted by Robert Walters to be completed	Week of the 23 rd March & week of 30 th March
Shortlist Panel Interviews	Appointment Committee conduct panel interviews with top 3-4 candidates	TBC
Psychometric Assessments	Background checks and psychometric assessments on final 1-2 candidates	TBC
Final Interview with panel	Final interviews to be completed	TBC
Start Date for New Chief Executive Appointment		July or August 2026

Your Robert Walters Team



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Briefing Pack for the Chief Executive Opportunity

Robert—
—Walters



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

The Opportunity

This is your chance to lead New Plymouth District Council at a pivotal moment in its history. As Chief Executive, you will navigate complex reforms, build strong regional partnerships, and champion innovation to strengthen the district's future. The role is about balancing ambition with community wellbeing, supporting staff and stakeholders, and making a lasting difference for the people you serve. You will shape long-term strategy while fostering a culture of collaboration, resilience, and adaptability, ensuring the council meets the evolving needs of the community with vision, integrity, and impact.

About New Plymouth District Council

NPDC is a community-focused local authority dedicated to sustainability, celebrating local culture, and inclusive growth. It serves a diverse population and works closely with iwi, local organisations, and regional partners to enhance quality of life, drive economic development, and protect the environment. The council is committed to innovation and long-term resilience, delivering services that respond to the community's needs while fostering engagement, participation, and pride. NPDC continues to build a vibrant future for its people, ensuring the district remains a connected, thriving, and inspiring place to live and work.

NPDC's Core Values

Mana Tangata

Treating people with honesty, fairness and dignity is central. Ethical decision-making and respectful interactions foster trust with communities, partners, and colleagues, ensuring that every action reflects integrity and upholds the council's commitment to strong, respectful relationships.

Oranga Tangata

Supporting the health, safety and wellbeing of individuals and communities is a priority. Initiatives focus on nurturing social, cultural and environmental wellbeing, helping people thrive and creating a resilient district where everyone has the opportunity to flourish.

Kotahitanga

Working openly and cooperatively builds stronger outcomes. Partnerships, collective effort, and shared goals ensure that decisions reflect diverse perspectives, enhance teamwork, and benefit the wider community, creating a culture of unity and collaboration.

Hāpaitanga

Proactive leadership and dedication to excellence inspire meaningful impact. Staff are encouraged to take initiative, deliver high-quality services, and continually improve, ensuring the council makes a tangible difference in the lives of residents and the environment.

Executive Search

ELT Organisational Chart

Robert—
—Walters



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**





POSITION DESCRIPTION

Position title: Chief Executive

Reports to: Council

PURPOSE OF THE ROLE

Responsible for the overall leadership and management of the Council organisation and ensuring the delivery of service and support in accordance with prevailing Council strategies, policies and objectives. Lead efforts to promote economic developments, foster an 'open for business' approach, and drive culture change to create a responsive and high-performing organisation.

KEY RELATIONSHIPS

Internal: Direct Reports, Mayor, Council, Committees, Community Boards and Council Controlled Organisations

External: Iwi and hapū, regional and national partners, other local government organisations, New Plymouth residents, businesses, media and individuals/ organisations/ communities with a connection to New Plymouth

KEY ACCOUNTABILITIES

Long-term Plan

- On a three-year basis update the Council's Long-term Plan to reflect the objectives of Council for the delivery of services to the community;
- Ensure related policies, e.g. Funding Policy, Treasury Management Policy align with the Plan;
- Ensure Asset Management Plans support the 10-year financial estimates embodied in the LTP;
- Prepare annual adjustments to the LTP as required;
- Prepare an Annual Report which receives an unqualified Audit Report and report to Council annually on financial variations, assumptions and risks.

Expected results:

- The Council's Long-Term Plan and Annual Report are delivered in the statutory and agreed timeframes represent the Council's best efforts in meeting the needs of the community.

Strategic Policy Direction

- Provide leadership into the strategic direction and policy and planning formulation by the Council as required;
- Provide the Council with appropriate and timely policy advice during the decision-making process together with proper and accurate information to assist with policy determination;
- o Ensure the Council is advised on appropriate strategies, goals and objectives in all areas.
Develop, motivate and maintain an organisational structure and environment that will achieve those objectives.



Expected results:

- The Council's policy and planning requirements are anticipated and delivered in the agreed timeframe;
- Policy is developed strategically anticipating all stakeholder current and future requirements.

Financial Management

- Report on expenditure against budget on a quarterly basis and account for variations;
- Ensure responsible and economic investment of capital funds at appropriate rates;
- Optimise returns from any company in which the Council has a significant holding or investment;
- Provide commercial oversight to optimise key investments.

Expected results:

- Council meets budget on an annual basis;
- Council maintains Standard and Poors rating of at least AA;
- The relationship is managed with the PIF Guardians such that the guardians maximise the return on the Council's investments.

Human Resources Management

- Employ on the Council's behalf, Council staff in compliance with the appropriate sections of the Local Government Act 2002. Negotiate their terms of employment and where appropriate performance-based remuneration;
- Provide leadership, motivation and direction to staff in the performance of their functions;
- Ensure training and development provided is appropriate and meets the needs of the business;
- Ensure "good employer" principles and legislative requirements (particularly Equal Employment opportunities and Occupational Safety and Health) are met;
- Ensure open communication exists between staff and at all levels in the organisation.

Expected results:

- The performance of the Council staff is built and maintained, a high performance culture is developed and positive Human Resource practices are adopted.
- A culture of positive collaboration, engagement and transparency exists to create a productive, supportive working environment.



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Maori

- Work with Iwi/Hapū to continue to enhance positive relationships;
- Deliver on Council obligations to Maori as required in the LGA 2002.

Expected results:

- A positive collaborative relationship with Maori is maintained and enhanced.

Performance Measurement/Reporting

- Establish clear performance expectations and supporting measures that reflect the direction, policy, objectives and activities of NPDC;
- Ensure systems are established to capture the appropriate measurement information;
- Report to Council with explanations on agreed variance(s).

Expected results:

- The performance of the Council is measured and reported against the LTP on a quarterly basis.

Compliance

- Ensure all functions, duties and powers delegated to this position or to any person employed by the local authority or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.

Expected results:

- Council's statutory obligations are met.

Effective Communication

- Establish and monitor effective levels of communication between Councillors, Committees and Management;
- Ensure Council's interests are effectively represented at international, national, regional and local levels by acting in an advocacy capacity.

Expected results:

- The demands of Council are open and provide a positive working environment.



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PERSON SPECIFICATION

- Proven ability to think strategically and long term;
- Is constantly aware of and responds to changes in the wider environment;
- Creative and innovative thinker;
- Inspirational Leadership;
- Is an exceptional communicator, direct but diplomatic and open;
- Strong relationship builder – internally and externally with keystakeholders;
- Is trustworthy and has high integrity;
- Strong, well-established networks;
- Politically savvy;
- Can consistently deliver outcomes;
- Is decisive, and encourages decision-making and responsibility from managers and staff;
- Proven successful experience in a senior leadership and management role;
- Has a practical understanding of local government and the public sector;
- Has a relevant tertiary qualification;
- Willingly interfaces with potential sources of funding to minimise dependency on rating increases;
- Brings sound business practices and commercial knowledge to optimise benefits of resources within and outside Council;
- Able to conceptualise strategically looking at present and future issues.

Note

Key performance expectations will be agreed with the CEO within three months of commencing the position.