

SHAPING AN
AWESOME
HAMILTON



CHANGE AND CORPORATE COMMUNICATION ADVISOR

PEOPLE, PERFORMANCE AND CULTURE

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - kia urutau/adaptability, kia ngaawari/simplicity, kotahitanga/inclusiveness, kaitiakitanga/guardianship, and kia manawanui/ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the People, Performance and Culture Group. The purpose of this group is to enable success through our people and culture.



WHAT YOU WILL DO

Reporting to the Head of Change and Corporate Communication you will advise business owners and project leads on appropriate change, corporate communication and engagement strategies that align to the overall organisational Change and Corporate Communication Strategy.

In this role, you will:

- Drive, develop and implement corporate communication and change plans.
- Identify stakeholders and develop stakeholder management plans for corporate projects that put our people at the center.
- Recognise and manage organisational risks and opportunities and advise on strategies to manage these.
- Integrate change management activities into project plans and change initiatives ensuring integration across the organisation for a joined-up approach.
- Deliver effective, timely and engagement corporate communication across all mediums.
- Provide change and communication expert advice across the organisation.
- Support leaders appropriately through change and change impacts.
- Build and maintain strong working relationships across the organisation.

- Change management is well managed and delivered through established frameworks and well thought through plans.
- Corporate communication is targeted, timely, and effective.
- Council’s corporate channels are bursting with engaging content.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It’s vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

You actively work at being the ‘best version of you’ and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- A tertiary degree in a field such as business, communication, change management, organisational psychology or similar.
- At least 7 years’ experience post qualification in a complex business environment in change management or communications.

Reports to	Head of Change and Corporate Communication
Responsible for (total number of staff)	
Delegation	\$
Budget	\$

YOUR MINDSET, SKILLS, KNOWLEDGE, AND EXPERIENCE

- Experience in change management and using change management methodologies, e.g., PROSCI.
- Demonstrated success in leading corporate communication plans and projects.
- Fantastic communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Political acumen.
- Understanding of best practice consultation and engagement methodologies and/or change management methodology.
- Ability to operate independently, anticipate requirements and monitor workload.
- Ability to think creatively and look for new ways of delivering outcomes.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- The organisation is supported with proactive and strategic corporate communication and change advice.



- Calmness under pressure and a solution focused attitude.
- Excellent writing and presentation skills.
- Ability to negotiate with and influence peers and senior people within and external to the organisation.
- Flexible, adaptable and ability to deal with ambiguity.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.

NOTE: This position description is a broad outline of the key activities and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the manager, to accommodate the operational needs of the team.