

# **Interim CSG Chairperson Role Description**

**Role:** Interim Chairperson of the Collaborative Stakeholder Group

**Date:** September 2013

## **Overview of the role**

The Interim Chairperson will lead the Collaborative Stakeholder Group (CSG) to advance the Vision and Strategy for the Waikato and Waipa Rivers through the Healthy Rivers/Wai Ora project. An interim role is required because the Healthy Rivers Plan process is gathering momentum, and effective leadership and mobilisation of the CSG is an integral component of the overall process

## **Scope**

**Reports to:** Healthy Rivers/Wai Ora Project Manager and Project Partners

**Location:** Hamilton, various other as required

## **Key competencies**

### **Independence and integrity**

The interim CSG chairperson will be independent of any sectoral point of view to ensure the reliability and transparency of the CSG process and to avoid any potential conflicts of interest. Integrity implies the ability to exhibit the highest standards of personal and professional behaviour in this role.

### **Leadership**

Proven ability to motivate and lead a wide range of stakeholders to achieve strategic goals in order to achieve outputs of the CSG and project, and to support the CSG to strive for consensus. Ability to delegate and seek support from the facilitator and project team to progress outcomes and prioritise issues and new tasks as they arise. The interim chair will have demonstrated ability to unite diverse perspectives to achieve a consistent and coherent output from the CSG as it inputs to the planning process.

### **Communication and Relationship Management**

The ability to lead group processes; demonstrating sound listening skills, acknowledging what has been voiced and stating views succinctly and clearly to maximise understanding. Extensive experience in identification and mitigation of risks and issues as they arise in a timely and outcome focused manner, whilst maintaining a neutral stance. The ability to lead a complex process in a bi-cultural environment and the ability to apply sound political acumen to achieve CSG outcomes.

Public speaking and media liaison skills are also essential aspects to this competency; implying the ability to convey succinct messages and the ability to apply diplomacy when engaging with media on project related matters, to ensure that information shared is in line with protocols of the Project Partners and the CSG Code of Conduct.

### **Planning and Organisation**

Demonstrate strong personal organisation, time management and planning skills with a level of commitment to the project that will inspire others.

### **Analytical skills**

The ability to evaluate data and take appropriate courses of action to reach a decision, taking an unbiased and rational approach, considering a situation from multiple viewpoints and the capability to synthesize information into an easy to understand format.

## Key tasks

- Finalising the draft Terms of Reference for the CSG and developing a Code of Conduct
- In collaboration with the facilitator, ensure a fair and equitable CSG process is achieved whilst maintaining a neutral stance
- Maintain momentum to ensure outputs are achieved within desired timeframes
- Act as the CSG media spokesperson
- All honoraria and reimbursement of expenses fund payments will be at the discretion of the CSG Chairperson and the Project Manager
- Ensure project partners are well informed about the project's progress
- Manage all conflicts at CSG meetings to ensure that resolution, clarity and, where possible, consensus is achieved
- Performance managing any member who is not complying with the Code of Conduct or Terms of Reference
- Building the capacity of the CSG to participate in a collaborative engagement process
- Recommend to close the group if it is considered no longer fit for purpose

## Key Outputs

- 1) Terms of Reference and Code of Conduct
- 2) Effective media liaison
- 3) Strong working relationships with internal and external stakeholders.
- 4) Successful implementation of the Stakeholder Engagement Strategy
- 5) Communication to Project Partners of CSG Plan change recommendations

## Key Outcomes

- 1) The draft Terms of Reference and Code of Conduct are signed off by the CSG and the Project Partners
- 2) Key messages and progress are provided to the media in an appropriate manner
- 3) Relationships with stakeholders lead to an effective and efficient communication process that supports and develops the capacity of the CSG
- 4) CSG led engagement activities are effectively designed and result in quality outcomes
- 5) The CSG develops and provides ideas and innovations for plan changes
- 6) The CSG plan change recommendations are evidence based and are both robust and implementable on-the-ground

## Key Relationships

Internal stakeholders: <ul style="list-style-type: none"><li>▪ Project Manager</li><li>▪ Project Sponsor</li><li>▪ Project Partners (Waikato and Waipa River Iwi and the Council)</li></ul>	External stakeholders: <ul style="list-style-type: none"><li>▪ Collaborative Stakeholder Group and associated stakeholders</li><li>▪ Technical Alliance (Chair/facilitator)</li></ul>
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## Commitment

Contract period late 2013 – June 2014.

Variable hours, 20 – 30 hours per week on average.