

## Your Position

<b>Your job</b>	<b>Senior Policy Advisor</b> <b>Kaitohutohu Kaupapahere Matua</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Strategy & Policy
<b>Your manager</b>	Manager Strategy & Policy
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

### How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

## Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures
- Lead the preparation and adoption of the Long-term and Annual Plan across Council
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

## Your purpose

The purpose of the Senior Policy Advisor role is to:

- Lead policy projects and provide high quality analysis, information and advice within the team and across Council
- Provide sound, future focussed policy direction to senior management, Council Governance and across Council
- Ensure policies are integrated well across Council and prioritised accordingly.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• You will guide the policy advisor on work programming matters and peer review their work</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Other local authorities</li><li>• Contractors, consultants</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council committees.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Guide and co-ordinate the policy work programme for the Strategy &amp; Policy Team and wider Council departments</li> <li>• Undertake research, analysis and project work to ensure that issues of organisational importance are identified</li> <li>• Provide coaching and guidance to the Policy Advisor in all aspects of the role</li> <li>• Provide technical leadership and best practice advice and support to the Policy Advisor including providing performance feedback to the Manager</li> <li>• Contribute to and manage where appropriate, relevant programmes, projects, and initiatives as determined by the Policy team work programme</li> <li>• Take on a project management role, or roles in working groups within PPRS or in other parts of the Council</li> <li>• Develop and adopt plain English reports and policy documents that can be easily accessed by our customers</li> <li>• Peer review other staff reports for council</li> <li>• Apply the core skills of researching information, understanding trends, thinking strategically and developing policy responses to a number of topics</li> <li>• Interpret legislation / bylaws / policy documents and assimilate it into policy direction</li> <li>• Assist with submissions to central government and other agencies as required</li> <li>• Lead Public Engagement processes to a high standard</li> <li>• Answer public enquiries in a timely, courteous and helpful manner</li> <li>• Contribute to the development and management of knowledge within the teams</li> <li>• Actively manage and plan own work programme</li> <li>• Develop and maintain environmental scanning processes to support and inform decision making.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain positive and constructive working relationships with key stakeholders, business and industry groups</li> <li>• Collaborate with internal teams, have an open mind and be an effective listener when developing policy</li> <li>• Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events</li> <li>• Role model a strong customer service focus to ensure that customer and stakeholder perspectives are a driving force behind decisions and policy directions.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment to our vision, strategic directions, organisation values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification in Policy and/or Strategy</li> <li>• At least five years policy making experience at a senior level</li> <li>• A solutions focussed mind set, able to take initiative and offer ideas, options and solutions</li> <li>• An ability to simplify complex issues, analyse problems, gather and interpret relevant information and apply good judgement and critical thinking to reach robust conclusions</li> <li>• Strong analytical expertise and know how to translate data into a key messages and appropriate policy</li> <li>• Ability to think strategically and see the “big picture” while paying attention to detail and policy implementation issues</li> <li>• Have an ability to think strategically about the direction Council should take on a range of policy areas</li> <li>• Exceptionally strong relationship and interpersonal skills</li> <li>• Experience working in central, regional and/or local government</li> <li>• A thorough understanding of Council policy making processes</li> <li>• Have a sound understanding of what information to use as an evidence base in order to determine what policy direction to take</li> <li>• Be able to collaborate with stakeholders and Council staff to inform the appropriate policy direction to take</li> <li>• Political savvy; ability to read a room and adapt accordingly to achieve good outcomes for Council</li> <li>• A collaborative and customer focused approach to policy</li> <li>• Strong writing skills to articulate clear policy directions and explain the rationale behind the reason for certain directions</li> <li>• A broad set of policy skills that can be applied to a multitude of topics. If you have a specialist interest and or skill set that will be taken into consideration and utilised as appropriate when allocating work</li> <li>• Good project management skills</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Some leadership/supervision experience.</li> </ul>

Last updated 29 June 2020