

Your Position

Your job	Performance & Insights Advisor
Your group	Policy, Planning & Regulatory Services
Your team	Strategy & Policy
Your manager	Manager Strategy & Policy
Your base	Porirua City

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 strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
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 of the Long-term Plan and Annual Plan, and contribute to the preparation of the Annual Report; and
- Deliver the regulatory functions and monitoring/enforcement services in relation to District Plan development control, building control, environmental control and animal control.

Your purpose

The purpose of the Performance & Insights Advisor role is to:

- Assist with the coordination of the statutory planning and reporting processes
- Ensure the performance framework across the organisation is clear, transparent and operational while reflecting the organisation's strategic priorities; and
- Embed reporting against the Long-term Plan and provide information that ensures performance and risks, opportunities and achievements are transparent and addressed.
- Support strategy and policy development to ensure the organisation is setting clear evidence-based direction
- Assist the wider organisation through quantitative and qualitative techniques to assist development of projects

Who you'll be working with

Your direct reports	None
Your indirect reports	None
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Other councils and territorial authorities• Government, public organisations and business
Internal people and groups	<ul style="list-style-type: none">• Managers and staff at all levels of the organisation• The Mayor and councillors

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p><u>Planning & accountability documents</u></p> <ul style="list-style-type: none">• Contribute to the coordination of inputs for the annual and long-term planning processes, in line with the Council's vision and strategic priorities• Provide guidance on the content and quality of inputs to the planning process and outputs• Advise on or undertake engagement and consultation processes for projects as necessary• Liaise with stakeholders and the public to inform Council's policies, plans and programmes

	<ul style="list-style-type: none"> Contribute to and peer review planning documents and policy projects across a range of subject areas when required <p><u>Performance reporting & monitoring</u></p> <ul style="list-style-type: none"> Contribute to the Council's reporting processes to ensure delivery of timely, trustworthy and relevant information to all stakeholders Highlight performance trends, issues, risks and opportunities for improvement on organisational performance Review reporting tools/systems and metrics to enable accurate and easy to understand reporting Contribute to the coordination and delivery of the annual reports Ensure quality collection and reporting of data so content is accurate Ensure performance and reporting frameworks comply with legislative and audit standards <p><u>Insights</u></p> <ul style="list-style-type: none"> Undertake information gathering, research and analysis activity from a range of internal and external sources to provide the foundation for evidence based analysis Undertake effective analysis of both qualitative and quantitative data for problem solving, planning and decision making Provide support and input towards the preparation of strategies and policies being developed within the team and organisation. Contribute to the team and organisation's strategic thinking through identifications of external trends, issues, risks and opportunities
Relationship management	<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive Represent the Council and the Policy, Planning and Regulatory Services Group at appropriate conferences, seminars and other events Maintain a proactive working relationship with external consultants, lawyers and advisors, ensuring that plans and reports continue to receive unqualified opinions for matters within Council's control Always consider the interests of Ngāti Toa (and stakeholder groups in the wider Māori community) and ensure these are addressed.
Corporate responsibilities	<ul style="list-style-type: none"> Build commitment of our vision, strategic priorities, values and services Willingly undertake any duty required within the context of the position Adhere to our Code of Conduct Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> A tertiary qualification in a relevant discipline Experience connecting business plans with performance outcomes Excellent relationship management skills and the ability to influence others Experience successfully interfacing and working closely with politicians and/or senior decision makers Ability to translate information and analysis into outputs which are
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	<p>readily interpreted by operational areas</p> <ul style="list-style-type: none"> • Ability to manipulate data and generate appropriate reports • Ability to provide high quality advice on complex issues • Ability to work in pressured environments and be adaptable • Strong problem solving skills, including conceptual and analytical ability • Strong written and verbal communications skills • Strong project management skills • Proficiency with Microsoft applications including, Word, Excel and Outlook • High standards of conduct and probity • An understanding and commitment to health and safety in the workplace • An understanding and commitment to diverse workplaces • An understanding and commitment to the Treaty of Waitangi and bicultural issues
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • An understanding of the policy environment (central and/or local government) • Experience using the Local Government Act 2002 and applying legislation to accountability documents

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