



CLUTHA DISTRICT COUNCIL

Senior Policy Analyst/Policy Analyst

Clutha District Council is seeking a **Senior Policy Analyst** or a **Policy Analyst** to make a real impact within our Strategic Planning and Policy Team. This role offers a unique opportunity to join a small team working across all aspects of Council's strategic planning and policy functions, together with working with senior management, staff, councillors and the community.

In this role, you will:

- Contribute to strategic planning and development
- Build collaborative relationships both internally and externally
- Encourage engagement through consultations and communications with stakeholders, elected member, staff and community
- Monitor legislative requirements and statutory obligations of Council

Key Requirements:

- Relevant tertiary qualification (e.g. Public Policy, Business, Science, Arts, Economics, Law, Planning).
- Minimum of three years' local government experience or in a directly relatable role.
- Strong computer skills including both literacy and competency in the Microsoft Office suite of programs (particularly Word and Excel).
- Excellent oral and written communication skills.
- Ability to interpret, analyse and present information, with language and terminology appropriate to the characteristics and needs of the audience; as well ability to contribute to, or coordinate projects.
- Ability to work across the organisation in order to provide a multi-disciplinary approach to projects.

About the Clutha District Council:

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

About the Clutha District:

The Clutha District, spanning over 6,700 square kilometres in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

Why Join Us?

- Opportunity to make a meaningful impact in your community.
- Supportive and inclusive work environment.
- Great work-life balance.
- Ongoing professional development and training opportunities.

If this role sounds like what you're looking for, we'd love to hear from you!

We will be assessing applications as they are received, so apply now!



CLUTHA DISTRICT COUNCIL

For confidential enquiries	Please contact Peter Stafford, Strategic Planning Manager (peter.stafford@cluthadc.govt.nz) or phone 03 262 2904.
Vacancy closes	Thursday 21 st November 2024
Package	Between \$88,276 - \$103,854 per annum gross, dependent on relevant experience, skills and qualifications plus relocation
To apply	<p>Go to https://cluthadc.recruitment.co.nz/ where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to www.cluthadc.govt.nz for information about the Clutha District and this council.</p>
Privacy Act Provisions	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
Vacancy Process	<ul style="list-style-type: none">• All applications will be acknowledged to the email address provided in your application.• After the closing date, relevant staff will shortlist the applicants for the interview process.• We really like to read your cover letter - an incomplete application is less likely to lead to success.• Those applicants selected for interview will be contacted by us to arrange a date/time.• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.• All applicants <u>must</u> currently be legally entitled to work in New Zealand.

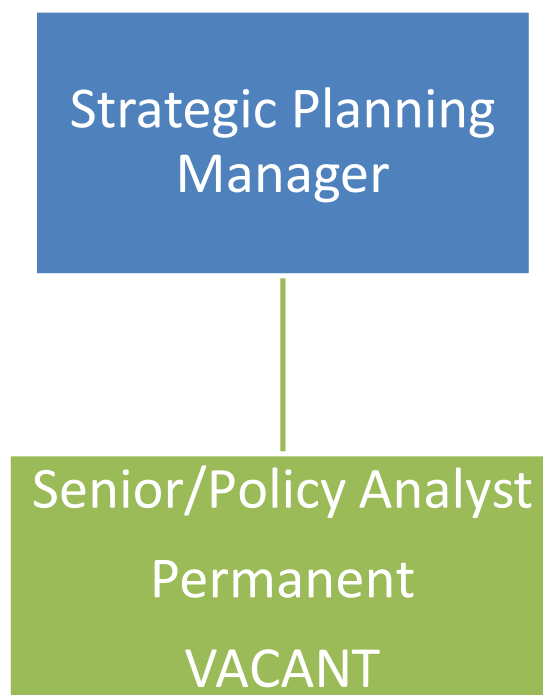


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Job Description

Job Title	Senior Policy Analyst/Policy Analyst
Date	October 2024
M Files	920305
Group/Department	Finance and Policy Department
Team	Strategic Planning and Policy Team
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District.
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours/week)
Responsible to	Strategic Planning Manager
Responsible for	There are no staff reporting to this position
Job Summary and Purpose	<ul style="list-style-type: none">• Contribute to and/or lead elements of Council's strategic and corporate planning framework including the Long Term Plan, Annual Plans, community plans, and community consultation.• Contribute to and/or lead elements of Council's policy framework, for example review and development of corporate policies and ByLaws.• Assist with implementation of Local Government Act 2002 processes and requirements.• Provide quality research and analysis to support strategy and policy development.

ORGANIZATIONAL CONTEXT





CLUTHA DISTRICT COUNCIL

KEY RESULT AREAS

- *Strategic Direction and Implementation*
- *Policy and Planning*
- *Supporting Effective Governance*

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA - <i>Strategic Direction and Implementation</i>	MEASURES
<ul style="list-style-type: none"> • Contribute to and/or lead elements of Council's strategic and corporate planning framework including the Long Term Plan (LTP), Annual Plans (AP), community plans, and community consultation. • Contribute to and/or lead elements developing strategies and plans to engage with community and stakeholders, for example Community Plans. • Work in conjunction with the Communications team to support all departments with the planning for community consultation processes. • Monitor performance management of the Long Term Plan and Annual Plan • Maintain awareness of good practice planning models and monitoring methods developed through Local Government New Zealand, Taituarā and by other councils. • Contribute to and/or lead elements ensuring the strategic direction is consistently implemented through other plans and policies. 	<ul style="list-style-type: none"> • Quality, objective analysis and advice is consistent, relevant and fit for purpose and delivered within agreed timeframes. • Project planning is clear, concise, and with enough detail to enable organisational understanding of project requirements. • Stakeholder engagement effectively supports corporate planning processes. • Contributions to Council's strategic planning are fit for purpose and support Council's Living and Working in Clutha Strategy and community plans. • Inquiries and requests are responded to, or referred on in a timely manner.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Policy and Planning</i>	MEASURES
<ul style="list-style-type: none"> • Contribute to and/or lead elements of Council's policy framework, for example review and development of corporate policies and ByLaws. • Monitor use of current policies and Bylaws to ensure they meet organizational goals and objectives; and Monitor, benchmark and continuous improvement of policies, plans and bylaws. • Contribute to identification and prioritisation of new Council policy requirements in accordance with organizational priorities. • Provide policy advice on the development of 'cross-department' and 'whole of CDC' policies. 	<ul style="list-style-type: none"> • Quality, objective analysis and advice is evidence based, consistent, relevant and options and recommendations are fit for purpose • Contributions to policies and bylaws meet statutory requirements and are effectively communicated. • Work is delivered within agreed timeframes. • Work meets the needs of both Council and key stakeholders; and internal customers are satisfied with the quality of information, analysis and advice received. • Good practice strategy and policy development processes are demonstrated and promoted. • Corporate processes and protocols are followed.



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Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Supporting Effective Governance</i>	MEASURES
<ul style="list-style-type: none"> Contribute to and/or provide quality analysis and advice to Clutha District Council elected members and staff. Monitor Local Government Act legislative or regulative changes that impact on Council and prepare appropriate analysis and advice for the relevant manager/CEO/Council. Contribute to and/or develop strategic responses and submissions to Regional and Central Government policy documents in collaboration with affected managers/relevant staff. Monitor policy proposals, discussions and reports from Local Government New Zealand, SOLGM and other relevant professional and industry bodies. Assist with the Council's representation review and election processes (including post-election arrangements for committees and representation on other bodies). 	<ul style="list-style-type: none"> Work complies with statutory requirements and Council's policies and is delivered within agreed timeframes. Work supports effective governance through compliance with Council's statutory obligations and takes account of community needs and the broad political environment. Systems and processes are maintained as appropriate for efficiency and effectiveness. Preparation of analysis and advice for submissions on issues of interest is fit-for-purpose and achieved in a timely manner. Interested parties and key stakeholders and internal customers are satisfied with the quality of information, analysis and advice received.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

WORK COMPLEXITY

Most challenging duties typically undertaken, or most complex problems solved:

- Performing professionally and effectively and a capacity to work under pressure and meet deadlines.
- Research, analysis and development of policies
- Application of strategic thinking and developing practical solutions.
- Interpreting and applying local government legislation.
- Produce and present reports to a high quality with the audience including public/community, elected members and staff.

Policy Analyst role would generally be required to undertake work that is moderately complex in nature. Within the context of team priorities, they are accountable for organizing their personal workflow and making decisions relating to their responsibilities. Employees at this level provide analysis and advice taking into account policies, legislation, research, analysis, and investigations. The role also can be expected to provide procedural, clerical, and administrative support or operational tasks. Employees may have a public contact role and can be required to communicate with and provide information to a wide variety of customers and external stakeholders.

Senior Policy Analyst role includes work that is complex in nature. Within the context of team priorities, they are accountable for organizing their personal workflow and making decisions relating to their responsibilities. Employees at this level exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. Senior Policy Analyst employees provide technical, professional, and/or policy analysis and related advice to problems and projects and may assist in strategic planning, program and project management and policy development. Where necessary to achieve team results employees may need to support other members of their team in procedural or operational tasks. Public contact on difficult or sensitive issues may be required and may include liaising with a range of stakeholders. Work may involve management of responsibilities requiring the setting of priorities and managing workflows.



FINANCIAL RESPONSIBILITIES

THE JOB HOLDER DOES NOT CONTROL A BUDGET	
Maximum delegated expenditure that may be spent without reference to manager	\$Nil
<i>Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.</i>	

PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Relevant tertiary qualification (eg Public policy, Business, Science, Arts, Economics, Law, Planning)• Minimum of three years' local government experience or in a directly relatable role.• Strong computer skills including both literacy and competency in the Microsoft Office suite of programs (particularly Word and Excel).• Excellent oral and written communication skills.• Ability to interpret, analyse and present information, with language and terminology appropriate to the characteristics and needs of the audience; as well ability to contribute to, or coordinate projects.• Ability to work across the organisation in order to provide a multi-disciplinary approach to projects.	<ul style="list-style-type: none">• Current driver's licence.• Appreciation of the political and sensitive aspects of Local Government.• Exposure/understanding of community planning principles.
Personal Attributes	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Self-motivated with a high level of initiative combined with a 'can do' attitude• Sound judgement and reasoning whilst completing all aspects of the role• Ability to solve problems, meet targets and work to deadlines.• Ability to adapt to changed circumstances and priorities.• Capable of working as required either,<ul style="list-style-type: none">- independently with agreed levels of autonomy,- collaboratively as part of a team on allocated tasks- occasionally on specific tasks assisting others.	<ul style="list-style-type: none">• Capacity to manage ambiguity in the strategic planning and policy context.



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<ul style="list-style-type: none"> • A commitment to producing high quality deliverables, and to providing quality customer service. • Can maintain confidentiality and impartiality at all times, with ability to work with sensitive and/or complex information in a confidential manner. • Resilience, emotional stability and patience. • Personal integrity is demonstrated to a high standard in all matters. • Understanding and commitment to Te Tiriti O Waitangi 	
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KEY RELATIONSHIPS

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> • Government and non-government agencies • Other territorial local authorities and regional councils • Tangata Whenua/Iwi • Stakeholders/customers • Ratepayers and residents • Service Providers • Community groups and organisations 	<ul style="list-style-type: none"> • To build reciprocal relationships, sharing of information and good practice. • Cooperation and collaboration. • Provide advice, guidance and assist decision making. • To obtain, provide and disseminate information.
INTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> • Council and community board members • Chief Executive • Management Team • All managers and staff 	<ul style="list-style-type: none"> • To build reciprocal relationships, sharing of information and good practice. • Cooperation and collaboration. • Provide advice, guidance and assist decision making. • To obtain, provide and disseminate information.



CLUTHA DISTRICT COUNCIL

ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

"To empower our community to thrive and look after our spaces for future generations".

Cultural Vision Statement (the type of workplace employees want to have):

"CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role".

Values Statements (the principles that guide behaviour and decision-making):

Empathy: *We have empathy and treat people with respect.*

Inclusion: *We are inclusive of different cultures, perspectives and experiences.*

Openness: *We are respectfully honest and share knowledge and information.*

Integrity: *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing

HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).