

# JOB DESCRIPTION

Position:	Policy Analyst	Department:	Assets
Reports to:	Director – Corporate Services	Date:	October 2024

## Purpose of position

- To lead and contribute to the development and review of Council's policies, strategies, plans and bylaws.
- To develop and deliver Council's Sustainability policy, strategy, plan and projects, including those relating to land & water conservation, Councils' energy use, renewable energy and the mitigation of climate change.
- To contribute evidence-based analysis for the review of Council's key documents including the District Plan and Long Term Plan.

## Key Accountability Areas

1. Policy Analysis and Development
2. Financial Management
3. Civil Defence
4. Health and Safety
5. Other Duties.

## Accountabilities

### 1. Policy Analysis and Development

#### Key Outcomes

- Lead the Council in interpreting the impact of new policies/legislation from central government on Council and coordinate the submissions process as and when required.
- Lead and contribute (where appropriate to) the development, investigation and/or review of existing council policies, plans, strategies or bylaws, including recommending appropriate modifications and changes.
- Provide clear, accurate and well-reasoned policy analysis that communicates complex issues and concepts clearly and succinctly to assist the Council to carry out its statutory functions.
- Ensure that policy is supported by the relevant evidence base.
- Prepare and present officer's reports and workshops to Council as required.
- Contribute to policy projects and project outcome being achieved within set timeframe and budgets.
- Assess policies developed by other agencies and prepare advice to support submissions in response to those policies.
- Develop and maintain strong working relationships between Council and key stakeholders and partners.
- Provide appropriate and timely input into the Long Term Plan, Annual Plans and budgeting, Asset Management Plans and other documents.

#### Performance Indicators

- Excellent interpretation of central government legislative changes. Sound advice and submissions provided to colleagues and elected members as required.
- Council Policies, Plans, Strategies and Bylaws are current, accurate and align with legislation.
- Sound analysis provided to Council is well understood.
- Council is supported by relevant and well-researched evidence.
- Timely and appropriate workshops and reports presented to Council.
- Sound advice and timely submissions on other agency policies and strategies.
- Stakeholder consultation is effective and strong community relationships are developed.

- Long Term Plan contribution is relevant.
- Feedback from Council / CEO / Director.

## 2. Civil Defence

### Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

### Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

## 3. Health & Safety

*Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.*

### Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

### Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long-Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

## 4. Other Duties

### Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

## Discretionary Decision Making

As per Council's Delegation's Policy.

## Principal Relationships

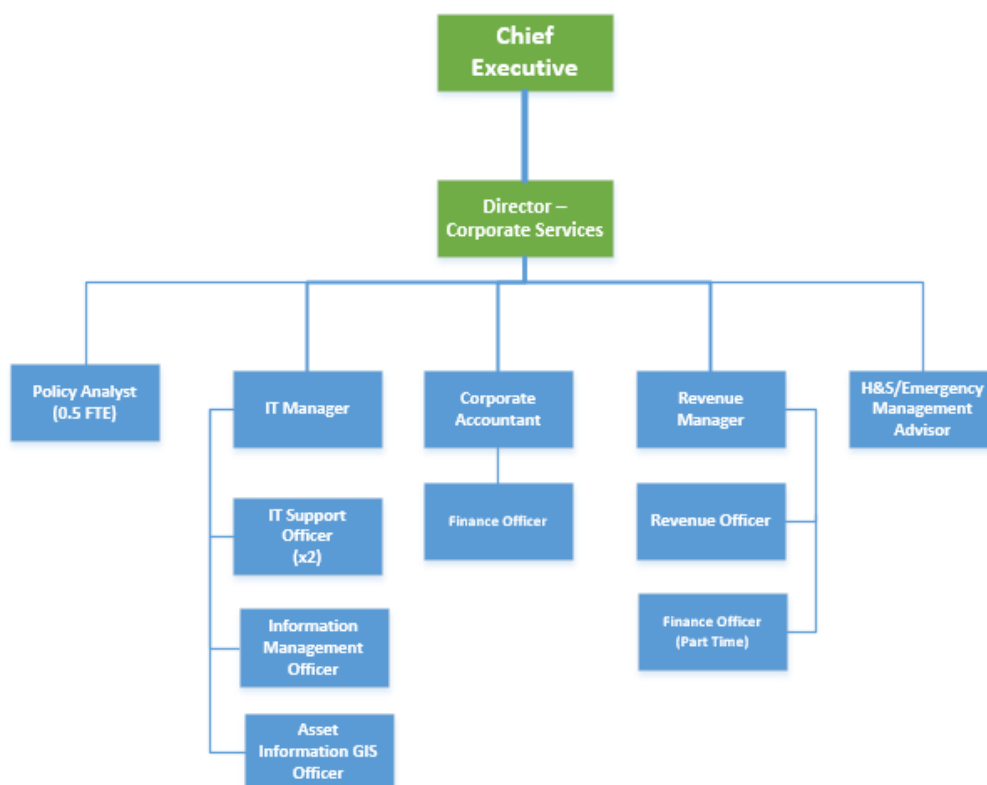
### Internal

- Elected Members
- The Chief Executive
- Director Corporate Services
- Senior Leadership Team
- All Staff

### External

- Public
- Local Authorities
- Regional Council
- Consultants
- Contractors
- Local Iwi and other Stakeholders

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Relevant tertiary qualification in a related discipline.

### Job Knowledge

- Recent relevant experience in local government is desired.
- Minimum 5 years' relevant experience in local/central/regional government policy planning.
- Proficiency in the use of MS package.
- Understanding of and commitment to asset management processes and procedures.
- Excellent organisational, time management, and decision-making skills.
- Strong written and verbal communication skills.
- Knowledge of applicable codes, policies, standards, and best practices
- Te Ao Māori – Understand Council's responsibilities under the Treaty of Waitangi and be respectful of Te Ao Māori practices.

### Key Competencies

- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Communication – communicates clearly and concisely when seeking or providing information and produces clear written and well formatted reports which have clear recommendations for action.
- Organisational skills – A self-starter who is methodical and well organised, able to manage multiple activities at once to accomplish a goal and marshal resources to get things done. Uses resources effectively and efficiently.
- Quality Results - strong time management skills.
- Collaboration - can demonstrate an ability to work well with others in a team.
- Proficient knowledge of relevant legislation.