

JOB DESCRIPTION

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| Position: | Policy Analyst | Department: | Assets |
| Reports to: | Director – Corporate Services | Date: | October 2024 |
| Purpose of position <ul style="list-style-type: none">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 <ol style="list-style-type: none">Policy Analysis and DevelopmentFinancial ManagementCivil DefenceHealth and SafetyOther Duties. | | | |
| Accountabilities | | | |
| 1. Policy Analysis and Development <p>Key Outcomes</p> <ul style="list-style-type: none">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. <p>Performance Indicators</p> <ul style="list-style-type: none">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

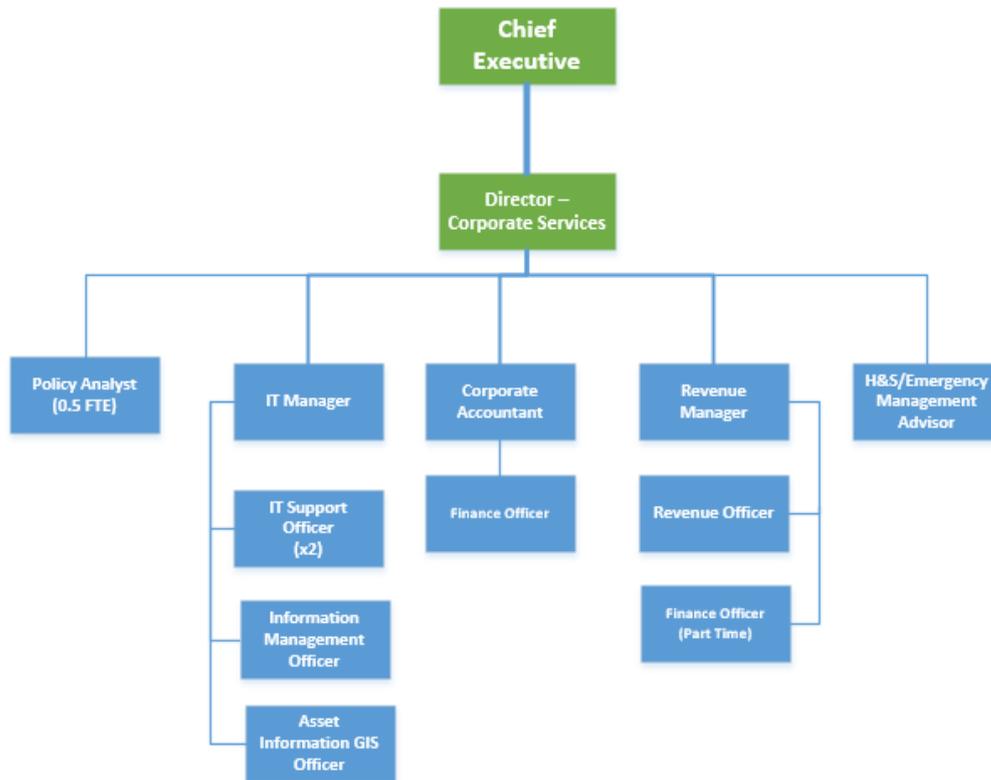
Internal

- 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.