

POSITION DETAILS

TITLE	Senior Strategic Policy Analyst
REPORTS TO	Manager Strategy
LOCATION	Civic Centre, Commerce Street, Whakatāne
DATE	July 2023
DIRECT REPORTS	-
FINANCIAL DELEGATION	As per Council Delegations Register

PURPOSE OF POSITION

The Senior Strategic Policy Analyst role is responsible for the delivery of high quality strategy and policy advice which reflects the long term interests and needs of the community and enables the Council to meet its legislative and strategic objectives.

As a senior member of the team, the role will be responsible for coordinating, supervising and leading the delivery of the team work plan and supporting a team culture of collaboration, participation and excellence. Additionally, the role will lead the development of corporate planning and reporting processes including plans, reports, policies, strategies and bylaws, and provide strategic advice on Council projects and processes.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
MENTORING AND COACHING	<p>Provide coaching and mentoring to team members to grow personal skills and experience, and support an effective, high performing, engaged and connected team and culture with a focus on collaboration, performance delivery and accountability.</p> <p>Assist the Manager Strategy to achieve the team work plan by providing clear strategic directions and decision making, ensuring team members have suitable tasks that meet and support skill level and experience.</p> <p>Ensure the Strategic Policy function has clear accountability and transparency in all its actions.</p> <p>Complete tasks in accordance with assigned delegated authority and provide leadership to resolve day-to-day issues.</p> <p>Provide regular, open and transparent communication within the team and to wider colleagues, as appropriate, to ensure all staff are clear on their roles and deliverables.</p> <p>Develop, review and maintain effective team processes to support communication, constructive debate, conflict resolution, identification of innovation opportunities and joint problem solving.</p>

STRATEGIC POLICY	<p>Lead the development, facilitation, integration across the organisation, community approval and monitoring of corporate strategies, plans, and reporting documents including the Long Term Plan, Annual Plan, Annual Report and Pre-election Report, in accordance with legislative requirements.</p> <p>Develop and maintain quarterly performance reporting frameworks.</p> <p>Manage the development of new, and reviews of existing, Council policies, strategies and bylaws, as requested.</p> <p>Provide Council with policy and strategy advice including legislative analysis.</p> <p>Identify issues that could impact on the Council's policy framework and strategic direction and develop a recommended response</p> <p>Monitor and review the effectiveness of key strategic planning documents, as required by legislation and Council's Monitoring Strategy</p> <p>Coordinate the preparation of corporate submissions on statutory and other relevant documents or issues</p> <p>Represent Council and participate in collaborative strategic or policy projects</p> <p>Review and analyse statutory documents prepared by central government, regional authorities or other agencies and provide advice on any effect or potential effect on Council</p> <p>Lead and / or support, as required, the development of strategic projects by providing effective project management that reflects best practice methodology.</p> <p>Provides Elected Council Members with strategic, policy, statutory and technical advice, as required.</p> <p>Leads the strategic planning and monitoring of the Council's Asset Management Plan</p> <p>Support the development of strategic initiatives, strategies and policies, on issues of significance to Māori and provision of advice to staff on Te Ao Māori</p>
RELATIONSHIP MANAGEMENT	<p>Effectively manage and maintain internal relationships to ensure staff seek advice and guidance in a timely manner with successful outcomes.</p> <p>Ensure key stakeholders and customers receive high quality advice and responses to feedback or correspondence in a timely manner that consistently reflect Council's objectives to promote the Whakatāne District.</p> <p>Ensure cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p>
FINANCIAL MANAGEMENT	<p>Support the Manager Strategy to manage and report on strategic policy budgets in keeping with Councils financial management requirements.</p> <p>Support the Manager Strategy to develop annual and LTP budgets and work plans for strategic policy activities.</p>

HEALTH, SAFETY AND WELLBEING	<p>Understand and implement Council's documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement follow up corrective actions, as required.</p> <p>Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Attend and complete Health and Safety training ensuring certification, as required, is current.</p> <p>Undertake active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<p>Assist with Emergency events as instructed, attending relevant training as required.</p> <p>Complete other duties that may be required, as appropriate.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Public Other local and territorial authorities Iwi / hapū Community and business groups Council auditors Consultants and Contractors External Funding Agents Government agencies 	<ul style="list-style-type: none"> Council Elected members All staff Committees and Advisory Boards of Council Community Boards

PERSON SPECIFICATION

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP	<p>Relevant tertiary degree.</p> <p>Recognised post graduate specialisation desirable.</p>
EXPERIENCE	<p>A minimum of three years' public sector experience in strategic planning/policy or similar role with understanding and experience in undertaking robust research and analysis using sound best practice methodologies, and production of clearly written, well-formatted reports, which have clear recommendations for action.</p> <p>Experience working within political context, with strong understanding of the conventions, forms and objectives of Government / Local Government in New Zealand, and its operating environment.</p> <p>Strategic planning experience and knowledge, and ability to think strategically with strong analytical skills.</p> <p>Sound leadership skills with experience mentoring and coaching teams to achieve outcomes, and development and maintenance of high performing team cultures.</p>

	<p>Strong interpersonal and communication skills to establish and maintain effective relationships across all levels and with a range of stakeholders and an ability to communicate insight in a timely and understandable manner.</p> <p>Demonstrated experience implementing business excellence and/or process change initiatives, and knowledge of and experience working with business performance monitoring and reporting.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Willing to work overtime and weekends should this be required.</p> <p>Full clean current drivers licence.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Manager signature

Date