

## JOB DESCRIPTION

Job Title	Policy Analyst
Position Status	Permanent
Business Unit & Team	Planning & Development, Planning & Policy
Reports to	Manager, Planning & Policy
Direct Reports	N/A
Base Location	Dargaville or Mangawhai
Salary Grade	Grade 14
Delegations	None
Key Internal and External Partners/Customers	TBC

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

To assist the Manager to ensure bylaws and policies are in place to deliver the outcomes Council requires, with a focus on review and development processes for bylaws and statutory policies. This includes providing policy advice to other staff who are responsible for corporate and council policies, as well as developing, monitoring, and maintaining systems to manage, administer and report on the status of Council's policies and bylaws to staff and Council.



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## KEY RESPONSIBILITIES

<b>Research &amp; Analysis</b>	<ul style="list-style-type: none"> <li>• Research, analyse and develop policy options for Council relating to any identified social, economic, environmental and cultural outcomes requested by Council and the community.</li> <li>• Undertake specialist research including community consultation when appropriate.</li> <li>• Undertake research and analysis on potential impacts of Council's proposed plans, policies, projects and programme proposals on existing policies and bylaws and the associated work programme.</li> <li>• Research, analyse and report back on proposed changes to legislation, other organisations' draft documents and advise on a course of action i.e. to submit or not.</li> <li>• Undertake continuous environmental scanning of legislative changes or proposals that impact on bylaw and statutory policy development and review.</li> <li>• Processes.</li> </ul>
<b>Policy Advice &amp; Support</b>	<ul style="list-style-type: none"> <li>• Support policy owners of corporate and council policies across the organisation with research and analysis relevant to their policy development and review processes as required.</li> <li>• Provide project delivery support to policy owners across the organisation for the review and development of statutory and non-statutory policies as required.</li> </ul>
<b>Bylaw development &amp; review</b>	<ul style="list-style-type: none"> <li>• Lead and/or assist in the development and review of Council's bylaws.</li> <li>• Develop and deliver reports to Council for bylaw review processes that meet statutory requirements and timeframes.</li> <li>• Undertake research and analysis to support bylaw development and review processes as required.</li> <li>• Engage effectively with internal stakeholders to inform bylaw development and review processes.</li> <li>• Support bylaw development and review processes through appropriate project planning and reporting activities.</li> <li>• Provide support to regulatory or other staff to develop and maintain.</li> <li>• appropriate implementation and administrative functions and activities for bylaws.</li> </ul>
<b>Policy development and review</b>	<ul style="list-style-type: none"> <li>• Lead and/or assist in the development and review of policies for which the Planning and Policy Department is the confirmed business owner.</li> <li>• Undertake research and analysis to support policy development and review processes as required.</li> <li>• Engage effectively with internal stakeholders to inform policy development and review processes.</li> <li>• Support policy development and review processes through appropriate project planning and reporting activities.</li> <li>• Undertake and/or support relevant staff to implement and administer policies as required.</li> </ul>



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<b>Community engagement</b>	<ul style="list-style-type: none"> <li>• Deliver statutory consultation processes for policies and bylaws in accordance with legislative requirements, including the development and delivery of Statements of Proposal, Consultation Documents and Public Notices.</li> <li>• Undertake community, stakeholder and Mana Whenua engagement activities in accordance with best practice approaches.</li> <li>• Administer and manage processes to received feedback, including written submissions, Council hearings and any other processes required/desired to obtain feedback from the community.</li> <li>• Analyse and summarise written and other feedback to engagement processes and report to Council to support decision-making.</li> </ul>
<b>Monitoring, reporting and administration</b>	<ul style="list-style-type: none"> <li>• Provide regular update reports to Council on the status of Council policies and bylaws and the review programme as well as any required watching brief items.</li> <li>• Administer the policy registers in Council's records management system</li> <li>• and provide support and training to policy owners to ensure policy data is kept up to date and accurate.</li> </ul>
<b>Cultural Responsiveness</b>	<ul style="list-style-type: none"> <li>• Lead by example to enhance our commitment to Te Tiriti O Waitangi and Iwi/hapū partnerships both internally and externally.</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies</li> <li>• Other tasks and/or projects as assigned</li> </ul>



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## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

## SUCCESS PROFILE

### Qualifications & Experience

- Degree in policy or a related field or equivalent experience
- A sound working knowledge of the Resource Management Act and Local Government Act
- Sound working knowledge of all statutory processes influencing local government.
- Awareness of legislation which can influence Council's business, including projects, plans and policies.
- Sound working knowledge of Treaty of Waitangi and Tikanga Māori.
- Experience working with Māori Communities and/or organisations
- Experience working with relevant computer programmes and applications.

### Role Specific Skills & Attributes

- Ability and willingness to working with
- Māori in an understanding manner.
- Knowledge of issues facing a rural and
- coastal district
- Ability to think strategically and logically.
- Ability to make decisions.
- Ability to determine appropriate solutions to issues and make decisions.
- Analytical and interpretive skills
- Effective oral and written communication
- To be able to maintain confidentiality and be politically neutral.

### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



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