

Position Description

Position Title:	Policy Analyst
Reports To:	Manager – Strategy, Policy and Engagement
Responsible For:	N/A
Group and Team:	Community Engagement and Corporate Services – Strategy, Policy and Engagement
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To contribute to setting the strategic direction and have responsibility for developing policies to support the Council’s objectives under the Local Government Act and the Local Government Official Information and Meetings Act 1987.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Policy and Strategic Advice

- Develop and present policy and strategic advice to Council under the guidance and direction of the manager.
- Analyse policy issues, including innovative policy options and recommendations whilst also formulating and recommending implementation strategies.
- Review, assess and compare policy outcomes with informative advice provided in a timely manner.
- Produce clear and concise reports and briefings.
- Analyse and provide statistical information required by Council for a range of purposes.
- Coordinate policy review and consultation with the team members as required.
- Contribute to working groups on strategic policy issues.
- Support strategic planning activities for teams across Council.
- Ensure the implications of Te Tiriti o Waitangi, Human Rights and equity considerations are fully addressed in policy work.
- Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies.
- Take on projects as required analysing and reporting on key issues, challenges and opportunities facing Council, Invercargill and its communities.
- Ensure colleagues are kept informed of Central Government policy development, regional strategy and policy-making as required.

Climate Change

- Coordinate climate change activities for Council.
- Coordinate the ICC climate change working group.
- Liaise and support alignment with Environment Southland and Te Ao Marama through the regional working group.
- Coordinate the carbon accounting processes for Council.

Corporate Planning

- Coordinate delivery of Section 17 reviews of Council activities.
- Provide support with delivery of LTP, Annual Plan and Annual Report outputs.
- Prepare and present documents in line with regulatory requirements and set timeframes.
- Maintain data on a range of community indicators for Invercargill and provide analysis and support for all areas of the business to utilise the data.
- Provide support for planning inputs.

Community Planning

- Support community planning activities, enabling the development of the strategic frameworks and action plans for identified communities, in line with the four Community wellbeing's.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

A tertiary level qualification in a policy or social sciences area

Desirable:

A qualification with a research component

Knowledge, Skills and Experience

Essential:

High level of political acumen and judgement

Personal resilience, ability to adapt and deliver within a constantly shifting environment

Demonstrated research and analysis experience

Report writing experience

Self-motivated with a high degree of initiative and the ability to manage significant workloads and balance competing demands across a complex and broad-ranging set of stakeholders'

Well-developed listening, verbal and written communications skills

Desirable:

Consultation delivery

Experience working in local or central government e.g. policy, strategy, governance or community development experience

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.