

# ENVIRONMENT SOUTHLAND

## Senior Policy Analyst

### Role description

#### About us

##### Our mission

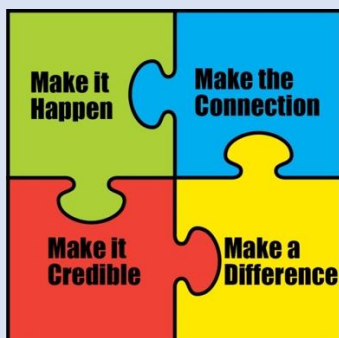
Working with the community to enhance Southland's environment.

##### Our vision:

A thriving Southland (Te taurikura o Murihiku)

##### Our values:

Here at ES, we -



### Role purpose

The **Senior Policy Analyst** contributes to the overall performance of the **Policy Team** by coordinating and preparing submissions on behalf of Council. Other parts of the group and organisation may also require support services from time to time.

Emphasis is on:

- Understanding regional and national policy documents and how proposed changes will impact Council's aspirations.
- Ability to understand complex issues and break these down into easily understandable language.
- Clear written and oral communication in preparing and presenting submissions.
- Provision of strategic advice to senior management and Council.
- Ability to work independently and as part of a team to meet deadlines.
- Lead projects as well as carrying out research, writing, editing and reviewing documents.

## About your role

Grade: 17

Pathway: T5

**Group/Team:** Strategy & Regulation Group / Policy Team

**Reports to:** Team Leader Policy

### Who you will be working with

#### Direct reports:

- Nil

#### Indirect reports:

- Nil

### Key stakeholders

This role will require liaison within the Group, across Council, regional agencies and the community

### Delegations

In line with the Environment Southland Delegations Manual

## Your leadership profile – Individual Contributor

*Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.*

*To be an effective **Individual contributor**, aim to:*

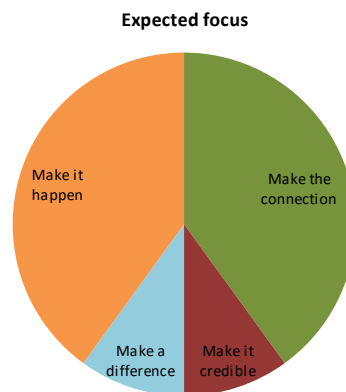
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**Make the Connection** – Focus on meeting your customers' needs and work collaboratively as part of your team.

**Make it Credible** – Communicate clearly, show integrity, and focus on building your professional skills.

**Make a Difference** – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



## Your accountabilities

<b>Policy Analysis and Implementation</b>	<ul style="list-style-type: none"> <li>• Undertake general policy analysis and provide strategic advice to senior management and Council.</li> <li>• Research and analyse complex planning issues and provide robust options to assist Council in understanding risk, and implications.</li> <li>• Undertake analysis of statutory direction, prepare associated reports, and draft submissions on Councils' behalf to Central Government, other local Government agencies and any other organisation.</li> <li>• Undertake audits of regional plans and territorial authority plans to ensure the Regional Policy Statement is given effect to.</li> <li>• Represent the organisation in stakeholder meetings and policy discussions.</li> <li>• Implement Regional Policy Statement direction, coordination of policy and plan implementation and efficiency and effectiveness monitoring programmes.</li> </ul>
<b>Project leadership and management</b>	<ul style="list-style-type: none"> <li>• Lead complex policy research and analysis projects</li> <li>• Ensure work is being prioritised and coordinated.</li> <li>• Engage with others to ensure that timeframes are achieved.</li> <li>• Ensure that reports are accurate, clear, complete, technically sound, concise, on time and provide robust assistance to Council in decision making.</li> <li>• Application in line with Council's corporate project management systems and processes.</li> </ul>
<b>Strategy and vision</b>	<ul style="list-style-type: none"> <li>• Support the implementation and delivery of Council's strategy</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>• Consider financial implications of actions.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Continually seek opportunities to improve services for your customers (internal or external).</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> </ul>
<b>Stakeholder relationships / customer service</b>	<ul style="list-style-type: none"> <li>• Develop strong and effective relationships with internal and external stakeholders.</li> <li>• Respond appropriately.</li> <li>• Understand situations from the customer's perspective.</li> <li>• Keep customers up to date about progress of queries/requests/projects</li> <li>• Maintain clear communication</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as may be required from time to time.</li> </ul>

## Your health, safety and well-being

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

## Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

## Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

## Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

## Your experience, knowledge and qualifications

### Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- A tertiary qualification in a relevant field such as planning, environmental management or policy analysis.
- Minimum 5 years of relevant experience.
- Extensive knowledge of relevant legislation.

- Strong leadership, project management and stakeholder engagement skills.
- An ability to communicate effectively with Council, associates and peers, stakeholders and the public generally.
- High quality of work with an attention to detail.
- Sound computer skills with competence using the Microsoft Office Suite and database management
- Full current driver's license

#### **Attributes**

- Be proactive by taking initiative and action without waiting to be asked
- Exercise judgment on when to consult others and seek advice
- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context.
- Interest to develop further capability, in te reo me ona tikanga Māori
- Excellent time management skills
- Excellent communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Able to work effectively as part of a team, but without close supervision.
- Solution focused
- Self-motivated with high personal standards
- Ability to promote and demonstrate the values of Environment Southland
- Willing to share information
- Ability to see tasks to completion
- Motivated to pursue personal development
- Proactive and able to use initiative
- Versatile, open-minded and innovative

### **Performance Review**

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

### **Acknowledgement**

I \_\_\_\_\_ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature \_\_\_\_\_

Date \_\_\_\_\_