

# Job Description



## My Position

<b>Position:</b>	<b>Community Policy Advisor</b>
<b>Section:</b>	Strategic Planning & Enterprise
<b>Group:</b>	Strategy & Finance
<b>Responsible to:</b>	Team Leader – Community Policy
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To provide policy advice in support of Council and its business.</li><li>• To assist with the preparation of the Council's Long Term Plan, Annual Plan, Growth Strategy and Activity Management Plans and take responsibility for preparation of key inputs.</li><li>• To assist with undertaking performance measurement, monitoring and reporting on Community Outcomes and Council activities, including preparation of the Annual Report.</li><li>• To develop Council's strategic and community planning documents and policies.</li><li>• To manage or assist with iwi, community and stakeholder consultation processes including the development of consultation documents and material.</li><li>• To assist with and develop submissions to central government on key legislation, discussion documents and policies affecting the Council and communities.</li><li>• To contribute to the Group's strategic objectives and planning, including contributing to wider community and environmental policy and infrastructure planning work as required.</li></ul>

## Our Council

<b>Our Vision:</b>	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
<b>Our Purpose:</b>	Delivering Public Value <i>Kia whai hua mā te marea</i>

## Our Values

We support our Vision and Purpose through living our values.

**Auahatanga – Innovation.** *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

**Manaakitanga – Caring/ Sharing.** *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

**Kawenga – Responsibility.** *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

**Whanaungatanga – Relationships.** *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity

## My Group

### Role of the Strategy & Finance Group

The Strategy & Finance Group's primary purpose is to provide strategic and corporate planning, capital programme delivery, management of commercial activities, and fiscal stability and management of the Council's financial performance and reporting, rating and treasury functions.

The Group's work includes co-ordinating Council's Long Term Plans, Annual Plans, Annual Reports and Policies required by the Local Government Act 2002; preparing Council's plans and policy statements required under the Resource Management Act 1991; overseeing the development of the Future Development Strategy, Growth Strategy and Activity Management Plans; and undertaking reserves and recreation planning.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Strategic and Community Policy</b></p> <ul style="list-style-type: none"> <li>• Provide strategic advice and guidance on community policy matters to Council, managers, other staff and key stakeholder groups.</li> <li>• Effectively communicate Council's strategic and community planning policies and plans throughout the Council.</li> <li>• Develop submissions to central government on key legislation, discussion documents and policies affecting the Council and communities.</li> <li>• Develop Council's strategic and community planning documents and policies taking account of the political, economic, social, cultural, environmental and legislative environment.</li> <li>• Contribute to the wider community and environmental policy and infrastructure planning work as required.</li> </ul>	<p><b>Strategic and Community Policy</b></p> <ul style="list-style-type: none"> <li>• Policy development and review follow good process and meet statutory requirements.</li> <li>• Clear line of sight is established between Council's outcomes and policy development / implementation.</li> <li>• A close working relationship is developed with Council, managers, other staff, iwi and key stakeholder groups.</li> <li>• Submissions are developed to a good standard, on time, address matters of relevance to Council, and represent the views of the Council.</li> <li>• Positive feedback is received from managers on the job holder's wider Council work.</li> </ul>
<p><b>Long Term Plan, Annual Plan and Annual Report</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of the Council's Long Term Plan, Growth Strategy, Annual Plan and Activity Management Plans</li> <li>• Assist with undertaking performance measurement, monitoring and reporting on Community Outcomes and Council activities, including preparation of the Annual Report.</li> <li>• Develop and review policies required by the Local Government Act.</li> <li>• Develop and maintain linkages between the Council's Long Term Plan and the Annual Plan, and other Council strategic and community policy documents.</li> <li>• Assist with the coordination and delivery of the Council's consultation processes and developing</li> </ul>	<p><b>Long Term Plan, Annual Plan and Annual Report</b></p> <ul style="list-style-type: none"> <li>• The Long Term Plan, Annual Plan, and Annual Report are cohesive, consistent and comprehensible for the public.</li> <li>• Planning processes meet all statutory requirements.</li> <li>• Policies are legally compliant, and Councillors have the opportunity to have input into the policies.</li> <li>• Council's plans and reports are produced on time and meet Council's and Audit New Zealand requirements.</li> <li>• Stakeholder consultation processes are organised in a timely manner, meet statutory requirements and submission responses are prepared within appropriate timeframes and</li> </ul>

<p>and implementing communication/consultation plans for the Long Term Plan and Annual Plan processes.</p> <ul style="list-style-type: none"> <li>Assist with preparation of Council's activity management plans.</li> </ul>	<p>with all responses recorded in the submissions database.</p> <ul style="list-style-type: none"> <li>Contribution to the preparation of activity management plans is to a good standard and in a timely manner and positive feedback is received on the job holder's contribution.</li> </ul>
<p><b>Team Contribution</b></p> <ul style="list-style-type: none"> <li>Manage any contractors or consultants engaged to assist with the work relating to this position.</li> <li>Contribute to mentoring graduate policy advisors and policy advisors</li> <li>Contribute to a number of cross-team projects and other projects, as identified by the Team Leader and Strategic Policy Manager.</li> </ul>	<p><b>Team Contribution</b></p> <ul style="list-style-type: none"> <li>Any contractors or consultants engaged are employed within Council delegations and policies.</li> <li>Any contractors or consultants engaged are actively managed to deliver the required outputs in a cost effective and timely manner.</li> <li>Position holder is actively and visibly providing mentoring that supports graduate policy advisors and policy advisors performing their work.</li> <li>Position holder makes positive contributions to cross-team projects is consistent with their role in those projects.</li> </ul>

<b>My Contribution</b>
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul>
<p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>I treat all people with respect, and I deliver on the commitments I make.</li> <li>My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>
<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>I actively listen to others and am supportive, friendly and helpful.</li> <li>I respect all cultures and act in ways that make others feel included and valued.</li> </ul>
<p><b>Resilience &amp; Adaptability</b></p> <ul style="list-style-type: none"> <li>I support new ways of working and am able to be flexible and calm when facing change or difficult situations.</li> <li>I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.</li> <li>I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.</li> </ul>
<p><b>Motivation &amp; Drive</b></p> <ul style="list-style-type: none"> <li>I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>I effectively plan, manage and prioritise my work and deliver it on time.</li> <li>I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>
<p><b>Collaboration &amp; Inclusion</b></p> <ul style="list-style-type: none"> <li>I actively contribute to the achievement of team goals and objectives.</li> <li>I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>
<p><b>Civil Defence Emergency Management</b></p> <ul style="list-style-type: none"> <li>I provide assistance and support during civil defence / emergency management activities.</li> <li>I participate in civil defence and emergency management training.</li> </ul>
<p><b>Working within te ao Māori</b></p> <ul style="list-style-type: none"> <li>I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> <li>I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.</li> </ul>

- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

### **My Qualifications and Experience:**

- A degree in planning, public policy, economics or another relevant field.
- Minimum of three years of relevant experience in strategic planning, policy development and consultation.
- Sound understanding and working knowledge of the Local Government Act and other relevant statutes and regulations pertaining to the strategic and community planning functions of Council.
- A demonstrated understanding of local government procedures and Council's role including an awareness of the wider cultural, social, environmental, economic and political environment in which Council operates.
- High level of digital literacy and a proficient user of Microsoft Office applications.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Māori.
- Experience in developing and managing working relationships with people at all levels of an organisation, the public, business and voluntary sectors is desirable.
- Experience of managing projects is desirable.

### **My Personal Attributes:**

- Excellent strategic thinking, analytical, written and oral communication skills are essential.
- Sound judgement on political issues and a keen appreciation of the distinction between the role of politicians and officers.
- Demonstrated ability to effectively and concisely present information to Council, management or the public.
- Good initiative and judgement skills and a disposition to solving problems.
- Ability to work under time constraints and manage competing pressures.
- Good skills in understanding, interpreting and applying legislation.
- Proven commitment to quality customer service.
- Ability to work well independently or as part of a team.
- An ability to be creative and innovative in your work.
- Ability to relate and communicate effectively with a wide range of people.
- Attitude of ongoing improvement and a positive focus.
- A willingness to work outside of normal working hours when required.

## My Agreement

**My Name:** .....

**My Signature:** .....

**Date:** .....