

POSITION DESCRIPTION

POLICY ADVISOR

POSITION OVERVIEW	
Location	Masterton
Business unit	Strategy and Development
Reporting to	Policy Manager
Direct reports	Nil
Delegated responsibility	Nil
Salary range	SP10 Grade 15

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY BUSINESS UNIT

The Strategy and Development Business Unit:

The Policy team sits under the Strategy and Development Business Unit. The role and functions of the Strategy and Development Business Unit includes the provision of support for transparent and open decision making; the development and review of strategies, policies, bylaws, and corporate plans; strategic advice and support to the Council; governance advice and support to our elected members; district planning policy and consenting; and the Building Consent Authority.

MY TEAM

The Policy Team:

The Policy team are policy experts and responsible for Council's policy programme. The team leads and supports the development and review of robust, evidence-based policies, plans, bylaws, strategies and corporate process documentation that reflect the needs and aspirations of our community, and support Council to achieve its vision for Masterton. This includes:

- Leading the development or review of community facing policies, plans and bylaws, with input and support from technical experts.
- Contributing to the development or review of strategies and strategic planning documentation where Council policy is impacted.
- Supporting teams across Council to develop or review corporate policies and process documentation.

MY ROLE

The Policy Advisor role:

This role includes, but is not limited to:

- supporting the delivery of the agreed work programme to develop, review and monitor Key Council and community policies, strategies and bylaws.
- supporting the development of our 2024-34 Long-Term Plan.
- facilitating community participation in strategic policy projects through project-based community engagement and consultation processes, in collaboration with the wider business.
- providing quality and robust advice on emerging issues and issues of significance.

- managing and build relationships with stakeholders to ensure collaboration and pursue opportunities for partnership.
- supporting a team-based culture that fosters collaborative working relationships, innovation, continuous improvement and effective performance.

MY KEY RESULT AREAS (KRAs)

Policy, Strategy and Bylaws

- Support the development, review and monitoring of Council's policies, strategies and bylaws in accordance with the agreed work programmes. This includes community facing projects and supporting operational/corporate projects.
- Provide leadership for the social wellbeing area, providing expert knowledge and advice for this area of wellbeing.
- Deliver social wellbeing projects and support other wellbeing initiatives.
- Ensure work programmes and project outcomes are achieved within set timeframes and budgets.
- Advocate and support the integration and alignment of key policies and strategies across the organisation.

Research, Advice and Decision-Making

- Monitor and report on current and emerging issues and opportunities, future trends, legislative changes; and issues affecting local government.
- Use information and knowledge to identify, forecast and manage potential issues, and to recommend appropriate options and solutions.
- Ensure advice and recommendations to inform policy, strategy, bylaw and wellbeing activity are evidence-based, informed by quality research (including engagement and consultation), analysis and technical advice.
- Interpret and present advice and information in an appropriate and meaningful way, taking account of the forum for delivery (e.g. formal vs informal) and the target audience.
- Deliver accurate, well-written and timely reports to meet scheduled deadlines.

Project Management	<ul style="list-style-type: none"> • Ensure projects and initiatives are based on quality research and analysis and add value to the district, region and community. • Follow project management principles to achieve agreed outcomes. • Provide early advice of risks, problems or potential issues related to the agreed work programme, projects or capacity/ capability.
Relationship Management and Strategic Alignment	<ul style="list-style-type: none"> • Identify, establish and pro-actively manage relationships with key internal and external stakeholders. • Actively participate in networking and information sharing forums. Cultivate collaborative networks across Council teams and with external partners/stakeholders.
Community Advocacy, Engagement & Consultation	<ul style="list-style-type: none"> • In conjunction with the Communications Team, plan, lead and deliver engagement and consultation activities related to Council's policies, strategies and bylaws. This includes preparing engagement and consultation materials. • Analyse and report back on engagement activities and public consultation submissions to ensure the views of our community are known and considered. • Actively monitor external consultation opportunities and coordinate Council submissions where appropriate. • Present submissions or advocate on behalf of Council where required.
Corporate Contribution	<ul style="list-style-type: none"> • Support teams across the organisation with peer reviewing, mentoring and guidance relevant to areas of expertise. • Advocate and support the integration and implementation of Council's key strategies and policies across the organisation. • Support the Policy Manager; Manager Strategy and Governance, Strategic Leadership Team and Council's priority projects as required. • Recommend and implement process improvements to achieve operational efficiency and excellence. • Support and contribute to Council's corporate planning work programme ensuring alignment between Council's long-term and annual plans with its key strategies and policies.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance.
- Undertake change based on regular self-evaluation and feedback.
- Identify opportunities for personal and professional development and growth.
- Undertake both internal and external training identified as relevant to the role.

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

Other duties

- All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager.
- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.

Participate in the Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.
- Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal

- Line Manager and ELT Manager
- Immediate Team
- Masterton District Council Staff

External

- Mana whenua
- Community and business leaders
- Wider community
- External legal advisors
- Society of Local Government Managers (SOLGM)
- Local Government New Zealand (LGNZ)
- Other councils in the region and elsewhere

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Relevant tertiary qualification(s) (e.g., political science, public policy, law, economics) and/or experience in a relevant field.
- Work experience in related roles across either central and/or local government.
- Good understanding of the machinery of central and/or local government.
- Able to demonstrate an understanding of the Treaty of Waitangi / Te Tiriti o Waitangi relevant to the work being undertaken. Demonstrated application of the Treaty principles would be an advantage.
- Exceptional organisational skills and the ability to co-ordinate diverse functions and activities to achieve objectives.
- Proven project management skills/experience and knowledge of project management principles.
- Proven skills in relationship-building and working successfully in partnership with others. Experience working with Iwi would be an advantage.
- Analytical and problem-solving skills with the ability to co-ordinate and collate input from various sources; and provide accurate, thorough, independent and unbiased material.
- Excellent oral and written communication skills with the ability to synthesise complex technical information into 'easy to read' content; and to present to diverse audiences in both formal and informal settings.
- Advanced skills in the Microsoft Office suite.

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including non verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

	<ul style="list-style-type: none"> • HEALTH AND SAFETY: Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence. •
Personal Attributes	<ul style="list-style-type: none"> • Respectful, honest and open. • Operates with integrity, respecting diversity and other's needs. • Self-motivated with initiative. • Positively takes on challenges. • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date

ATTACHMENT A

Place in organisation

