

Job Description

Position Title: *Senior Policy Analyst*

Responsible to: Policy Manager

Responsible for: n/a

Relationships:

Taranaki Regional Council Policy and Planning section
Other Taranaki Regional Council staff
Regional community, tangata whenua and local stakeholders
Other Regional Councils and territorial authorities

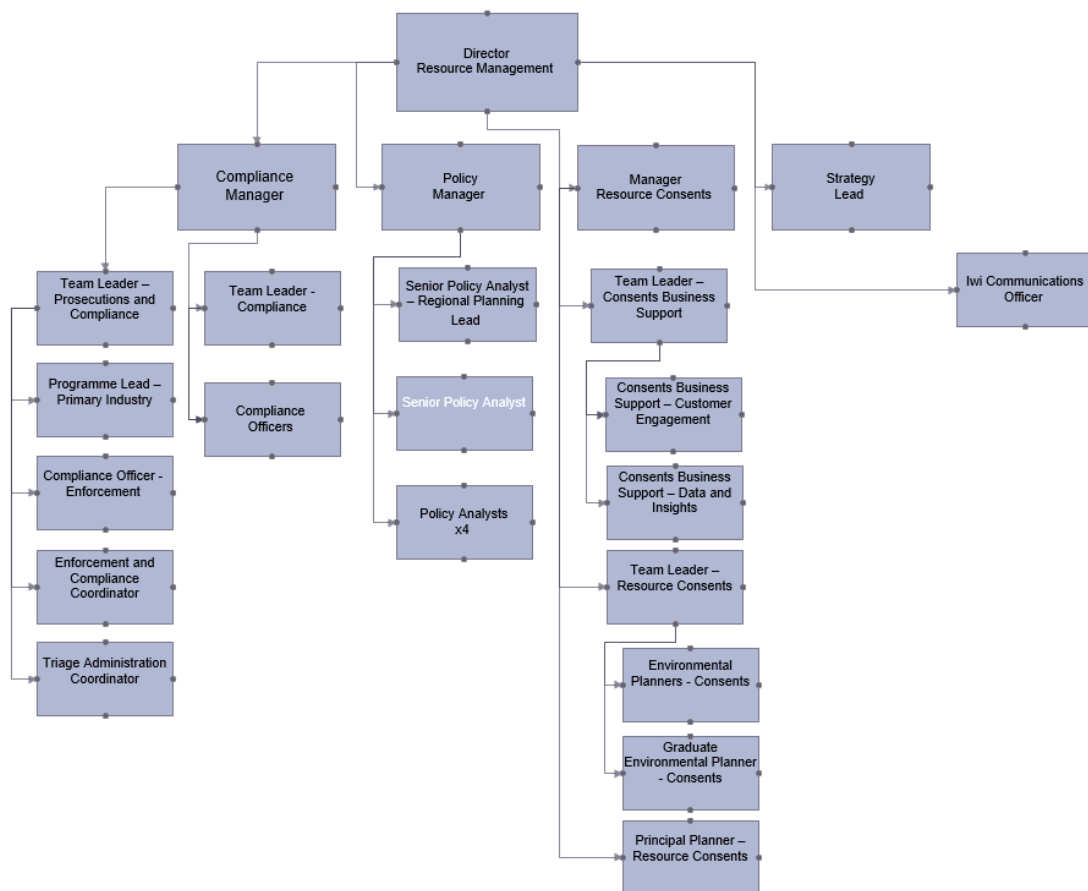
Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

Location: Stratford, although travel throughout the region maybe required as part your daily duties

Job Context: Permanent, Full time

Position Number: TBC

Holder: Vacant



Role of Senior Policy Analyst

Responsible at a senior level for:

- Analysing and reviewing existing policies, regulations and legislation and for taking the lead in the development of proposals for new policy initiatives
- Leading the preparation and review of regional resource management and other strategies or policy documents
- Facilitating strategic and business planning processes
- Participating on committees and leading joint working parties or project teams developing or implementing policy
- Providing expert policy evidence at hearings and other such fora
- Providing policy advice on the Council's statutory responsibilities.

Role Expectations

The expectations of this role are evident by:

- Strong leadership and project management skills and a commitment to getting the job completed efficiently, effectively and accurately
- Strong policy development and analytical skills with an ability to translate complex policies, plans and legislation into succinct, understandable information
- Strong time management skills including managing and prioritising work in a professional and timely manner
- A positive and active involvement within the Policy and Planning team and the wider Resource Management team
- An ability to develop and maintain positive relationships with the regional community, tangata whenua and local stakeholders.

Key Skills

Qualification

- Post-graduate qualification and/or substantial experience in policy and planning.

Knowledge

- Substantial experience in policy development and analysis
- An understanding of one or more of the science-based disciplines (for example, earth sciences, biological sciences, water chemistry or physical geography) and the ability to successfully incorporate such knowledge into policy and planning processes
- Confident in interpreting relevant data and incorporating that data into policy and planning processes
- Experience and good working knowledge of relevant legislation, including the *Resource Management Act 1991*
- Appreciation of Te Ao Māori and tikanga Māori.

Skills / Experience

- Excellent written and oral communication skills
- Proven planning, policy development and analytical skills
- Strong organisation and project management skills
- Strong mentoring and coaching skills
- Strong collegial and empowering style with the ability to work collaboratively across the team, the organisation and with the regional community, tangata whenua and local stakeholders.

Personal Attributes

- A strategic approach
- Methodical and common-sense approach to problem solving
- Attention to detail
- Fluency in both written and spoken English
- Ability to perform under pressure to meet tight timeframes
- Excellent interpersonal skills
- Political awareness and ability to successfully work with tangata whenua and a wide range of other disciplines, particularly the sciences
- High professional and ethical standards
- Self-motivated and objective driven.

Tasks

- Responsible for the development, investigation and/or review of existing regional council policies, plans, strategies or bylaws, including recommending appropriate modifications and changes
- Provide other policy advice to assist the Council to carry out its statutory functions
- Assess policies developed by other agencies and prepare submissions in response to those policies
- Participate in committees, joint working parties or project teams as required
- Provide expert evidence at hearings and other such fora as required
- Respond to inquiries on the interpretation and application of regional council policy
- Perform such other tasks or duties as may be directed by the Policy Manager, Director—Resource Management, or the Chief Executive.

Special requirements

- May be required to work outside normal working hours

Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first.
- We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicate
- Develop knowledge
- Investigate and learn
- Ensure competence to do the job

Mission and Key Messages

Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions to the regionally, nationally and internationally community

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our Key Messages:

The Taranaki Regional Council works with the Taranaki community:

- Improving lifestyles
- Supporting livelihoods
- Taking Taranaki forward

Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction