

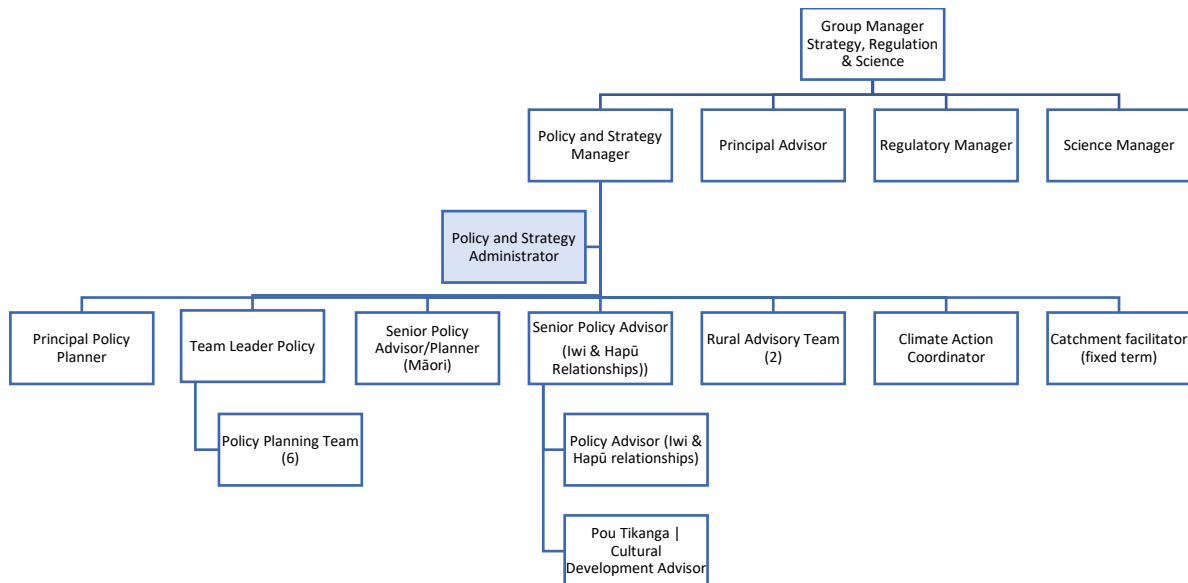
JOB DESCRIPTION

Job Title: Policy & Strategy Administrator
Work Unit: Strategy and Policy Team
Responsible to: Policy and Strategy Manager (or delegate)
Responsible for: N/A
Employment type: Permanent, full-time

Position purpose: Provide high quality administrative and secretarial support to the Strategy and Policy Team, enabling the team to operate effectively, achieve its objectives, and function as a well-coordinated and efficient team.

Grade: 10
Salary: \$61,237 (85%) to \$72,044 (100%)
Date: May 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Iwi and hapū ▪ Community interest groups ▪ Sector representatives ▪ General public and rate payers ▪ Territorial Authorities within the region ▪ Other Regional Councils and Unitary Authorities ▪ Central Government (e.g. MfE, MPI) ▪ Consultants and contractors 	<ul style="list-style-type: none"> ▪ Manager Policy and Strategy ▪ NRP and S&R Group Secretaries ▪ Strategy & Policy Team ▪ Executive ▪ Science Team ▪ Regulatory Administrators ▪ Accounts team ▪ Communications team ▪ Councillors and Committee Members ▪ Other Horizons staff ▪ Hearing Commissioners and Independent Commissioners

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Resource Management reform and other statutory processes	
<p>Project administration support Support the Policy, Iwi and Hapū Relationships, Rural Advice and Climate Adaptation teams with project administration tasks such as:</p> <ul style="list-style-type: none"> ▪ Project tracking updates and timeframe management ▪ Letter preparation and mailing ▪ Complete day-to-day tasks that support staff including liaising with customers, iwi and hapū, rate-payers and general public. ▪ assist with development of consultation collateral as needed to support the project. ▪ Upload project material to the Council website and intranet on request. ▪ Prepare, proof and format correspondence and reports as required by the team. ▪ Assist with any pre-hearings and hearings in consultation with the direct line manager. ▪ Liaise with iwi authorities and other parties ▪ Assist with scheduling meetings, preparing agendas and taking minutes as needed. ▪ Provide support with submissions management for projects with a public notification component. 	<ul style="list-style-type: none"> ▪ Tasks are completed to a high standard in coordination with team members. ▪ Project documentation is managed effectively with documents updated in a timely manner with a high degree of accuracy. All customer enquiries are delegated and/or responded to in a timely and accurate way. ▪ All meetings arranged and notified with all necessary documentation distributed accordingly. ▪ Minutes are recorded accurately and distributed within agreed timeframes. ▪ All team collateral (e.g. brochures, information sheets and documentation) are maintained and updated. ▪ Material uploaded to Horizons' website is both timely and accurate. ▪ Organisation and co-ordination of meetings, hearings and pre-hearings is timely and effective, resulting in effective meetings and hearing events. ▪ All submissions are acknowledged and processed in a timely and effective manner. ▪ Negotiated deadlines are adhered to and customers are kept informed of progress. ▪ Work is suitably prioritised and completed to the expected standard.

Support Strategy and Policy Teams

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| <ul style="list-style-type: none"> ▪ Provide general administration support to the Policy, Rural Advice, Iwi and Hapū Relationships Teams and climate action coordinator. ▪ Complete day-to-day tasks that support the teams within the Strategy and Policy teams. ▪ Support Group Manager's Personal Assistant in completing travel, car parking, catering, venue booking and other meeting/event arrangements. ▪ Assist with recruitment processes by managing tasks in QJumpers and sending letters as requested. ▪ Assist with invoice tracking and management, including payment through datascape across the whole team ▪ Assist with external contract management by ensuring the contract register is kept up to date, and a record of contract payments, expiry and milestone dates is kept. ▪ Support the Policy and Strategy Team with record management in kākā ▪ Support the Policy and Strategy Team with Council reporting deadlines as required. ▪ Support the Policy and Strategy Team with website updates as required ▪ Diary management, and scheduling of team and project meetings on request ▪ Support with Long-term Plan tasks, including submission processing as required. | <ul style="list-style-type: none"> ▪ All administrative, clerical/support tasks are carried out in a timely effective manner and to the satisfaction of the Team and other Council customers where assigned. ▪ Tasks are completed to a high standard in coordination with team members. ▪ A strong working relationship is developed with the GM's Personal Assistants so that tasks are well managed within available resources. ▪ Work is suitably prioritized and communicated with the team |
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General Administration

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| <ul style="list-style-type: none"> ▪ Provide administrative support to the wider Strategy, Regulation and Science Group in consultation with the Policy and Strategy Manager. ▪ Lodge incoming post and distribute. ▪ Undertake daily maintenance of relevant databases, including inputting and updating of all details and events. ▪ Ensure storage of correspondence and documents in the relevant electronic file in Councils database. ▪ Create and update documents in line with corporate standards. ▪ Participate in improvement or plan/strategy deployment projects that will benefit Council. | <ul style="list-style-type: none"> ▪ All administrative, clerical/support tasks are carried out in a timely effective manner and to the satisfaction of the Manager Science and Innovation, and other Council customers, where assigned. ▪ All relevant correspondence is stored in the correct electronic file. ▪ Documents are prepared and circulated within agreed timeframes and adhere to corporate standards. ▪ Documents are correctly formatted and error free whenever possible. ▪ Information in database is accurate and update and enables Council to report ▪ Opportunities for improvement or innovation are identified and promoted when identified. ▪ All matters are dealt with in a discreet and confidential manner. |
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Relationship Management	
<ul style="list-style-type: none"> ▪ Build effective and productive relationships with Horizons' staff, stakeholders and others. ▪ Support a team culture that reflects the organisations Te Whirinaki values, customer focus and excellence objectives. 	<ul style="list-style-type: none"> ▪ Effective working relationships are maintained with colleagues and others. ▪ Behave in a manner that reflects the organisations values and demonstrates the culture of the team.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Fulfill administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge, Experience and Attributes

Essential

- A proven track record of working as an experienced administrator.
- Can write clear and effective correspondence (including emails, letters and reports).
- Accurate word processing skills, competent with Microsoft Office applications.
- Maintains good record keeping, with experience in taking minutes and records of meetings.
- Demonstrated ability to deal with multiple projects at one time.
- Well-organised, with the ability to marshal resources, equipment and information.

Desirable

- Strong communication skills with an ability to adapt communication style to suit the audience.
- Understanding of bureaucracy and processes, particularly those relating to Local or Central Government.
- Experience in providing secretarial and/or administrative services to governance entities, i.e. statutory boards or councils.
- Strong interest in freshwater policy and improvement initiatives.

KEY COMPETENCIES

Expert knowledge

- Computer and database management skills
- Word processing
- Project management and administration
- Customer service
- Time management skills

Advanced knowledge

- Microsoft applications
- Project management skills
- Relationship management
- Problem solving / solution focus

Working knowledge

- Safe work practices
- Resource Management Act 1991

Awareness

- Differing perspectives on resource management issues (particularly freshwater issues) in the community
- The political context, including the Treaty of Waitangi
- Relevant legislation and policy, including the Resource Management Act 1991 and National Policy Statement for Freshwater Management 2020
- Cultural considerations in relation to fresh water

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Self-motivated, shows initiative and makes an effort to connect with people and understand processes.
- Excellent Communication skills (verbal and written).
- Team player.
- An ability to easily adapt to changing situations and priorities.
- Excellent planning and organisational skills and the ability to work under tight time constraints/pressure.
- The ability to connect with a variety of people and cultures.
- A very high level of accuracy and attention to detail.
- Be able to perform duties unsupervised.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___