

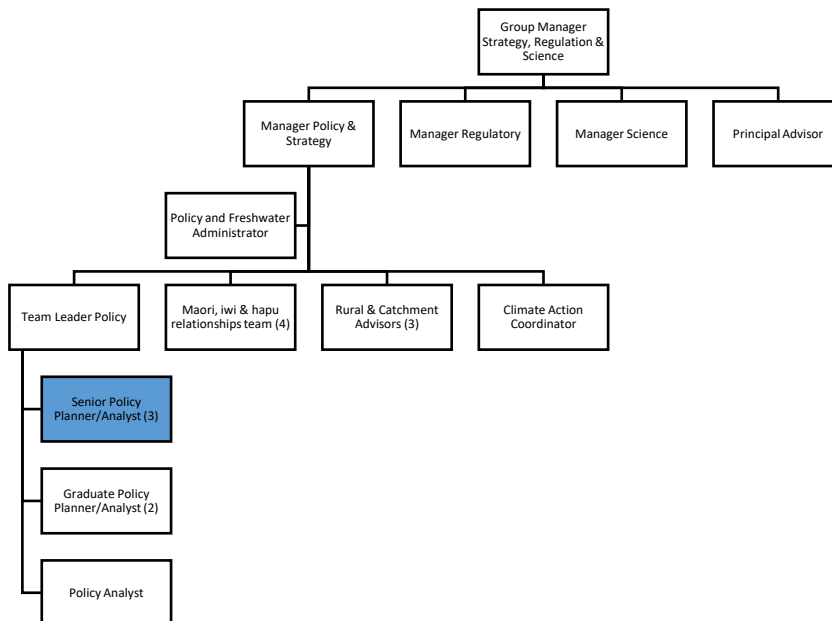
## JOB DESCRIPTION

Job Title: Senior Policy Planner/Analyst  
 Work Unit: Strategy, Regulation & Science  
 Responsible to: Team Leader Policy  
 Position purpose: The purpose of this role is to:

- Provide high quality policy planning advice
- Lead the development, monitoring and review of Horizons resource management and biosecurity policy and planning documents
- Build enduring relationships with key resource users and other parties to resource management policy processes in the region, including iwi and hapū
- Provide expert advice on policy development by central government that affects the region
- Mentor and supervise junior staff
- Evaluate and respond to local authority planning processes in the region

Salary: \$96,597 (85%) - \$113,643 (100%)  
 Date: April 2024

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Iwi, hapū, Māori organisations</li> <li>▪ Community and environmental interest groups</li> <li>▪ Sector representatives</li> <li>▪ Territorial Authority and associated staff in the region</li> <li>▪ Planning consultants</li> <li>▪ Other regional councils</li> <li>▪ Central Government</li> <li>▪ General public and ratepayers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Leader Policy</li> <li>▪ Manager Policy &amp; Strategy</li> <li>▪ Group Manager Strategy, Regulation &amp; Science</li> <li>▪ Strategy &amp; Policy, Regulation and Science teams</li> <li>▪ Other Horizons Regional Council staff</li> <li>▪ Councillors</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Horizons' Policies, Plans and Strategies</b>	
<ul style="list-style-type: none"> <li>▪ Lead the development, implementation, monitoring and review of policies, plans and strategies for the Manawatū-Whanganui Region.</li> <li>▪ Liaise and collaborate with Tangata Whenua prior to and during plan development, implementation, monitoring and review.</li> <li>▪ Liaise and consult with sector groups, the public and other Council staff to identify issues and assess and develop policy options.</li> <li>▪ Lead the development and review of Horizons environmental and community policies and plans including land use, freshwater, biosecurity, biodiversity and urban development.</li> <li>▪ Work alongside external consultants and policy planning experts that are engaged.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contributions to development, implementation, monitoring and review of policies, plans and strategies are technically sound, well founded and delivered within agreed timeframes.</li> <li>▪ Consultation with internal and external stakeholders is professional and productive.</li> <li>▪ One Plan implementation is actively managed.</li> </ul>
<b>Other Policy Advice</b>	
<ul style="list-style-type: none"> <li>▪ Provide advice and informal and formal input into the development of District Plans.</li> <li>▪ Provide advice to operational and management functions of Horizons Regional Council.</li> <li>▪ Assist in any other departmental activities and issues as agreed with the Team Leader Policy or Manager, Policy and Strategy.</li> <li>▪ Provide advice and assistance to other team members as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contributions to the development of policy are technically sound, well founded and delivered within agreed timeframes.</li> <li>▪ Analysis and assessment of proposed legislation and policies is effective and comprehensive.</li> <li>▪ Assistance with other departmental activities is effective and within specified timeframes.</li> </ul>
<b>Relationship Management</b>	
<ul style="list-style-type: none"> <li>▪ Maintain and enhance Horizons' relationships with Iwi and Hapū in the region.</li> <li>▪ Proactively develop and maintain effective relationships with members of the community and other organisations, including territorial authorities and central government agencies.</li> <li>▪ Maintain effective internal relationships with Horizons staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interaction with iwi/hapū builds constructive relationships; effort is aligned with an understanding of iwi and hapū aspirations and priorities.</li> <li>▪ External contacts report that relationships are valued.</li> <li>▪ Colleagues at Horizons report on effective interactions with a focus on achieving the organisation's intended outcomes.</li> </ul>

Mentorship	
<ul style="list-style-type: none"> <li>Provide mentorship and supervision to develop the knowledge and skills of junior policy staff.</li> <li>Support the Team Leader Policy and Manager Policy and Strategy in delivering work programmes.</li> </ul>	<ul style="list-style-type: none"> <li>The staff members' development is supported.</li> <li>Good working relationships with the Managers and Policy team are developed.</li> </ul>
Corporate Contribution	
<ul style="list-style-type: none"> <li>Maintain own professional development.</li> <li>Undertake Performance Development tasks/responsibilities.</li> <li>Undertake Health and Safety tasks/responsibilities.</li> <li>Participate in emergency management activities as required.</li> <li>Contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>Respect Council plant and equipment.</li> <li>Fulfil administration and reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate training and development undertaken as agreed with the Manager, Policy and Strategy.</li> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Contribution to projects and corporate initiatives is effective and valued.</li> <li>Administration requirements are completed in a timely manner and accurately.</li> </ul>

## PERSON SPECIFICATION

### Qualifications

#### Essential:

- Tertiary qualification in environmental science, planning, or resource management .
- Current drivers licence

#### Desirable:

- New Zealand Planning Institute membership
- Understanding of agricultural science or farming systems

### Knowledge/Experience

- Experience conducting policy analysis, development, drafting provisions, implementation, monitoring and review and able to mentor others
- Understanding of relevant legislation and procedures including the Local Government Act, Resource Management Act and Treaty of Waitangi
- Experience of working with tangata whenua in a collaborative policy and planning environment
- Working with political leaders and ability to provide accurate well written reports

## KEY JOB COMPETENCIES

### Advanced Knowledge

- Understanding of Council processes and interpreting legislation
- Understanding of regional and national policy direction
- Research, policy analysis, drafting and evaluation processes
- Engagement and collaboration processes
- Providing quality reports and oral advice to shape policy decisions
- Policy design for implementation
- Strategic thinking and planning
- Presenting in a compelling manner
- Providing on-the-job training to team members through peer review, guidance and monitoring
- Project management

## Working Knowledge

- Understanding of the Māori world view (Te Ao Māori) and tikanga
- Competent in relevant computer programmes

## Awareness

- Safe work practices

# 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 takes appropriate action.

## Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Seek opportunities for improvement and innovation to improve performance
- Agility to manage and prioritise conflicting demands
- Politically savvy and sustains trust-based relationships
- **Empathy for others' viewpoints and sensitivity to differing cultural perspectives**
- Confidence to speak in public to a variety of audiences, and listen and liaise with community representatives.
- Self-motivated with the ability to work without close supervision.

## 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.

### Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success.

They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave.

They also provide us with a common direction and guidelines for day-to-day behaviour.

#### Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

#### Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

#### Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age, beliefs or values.

#### Self-Responsibility

Self-responsibility at Horizons is highly valued.

All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_/\_\_\_/\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_/\_\_\_/\_\_\_