

JOB DESCRIPTION

Job Title: Policy Analyst
Work Unit: Policy and Strategy Team, Strategy, Regulation and Science Group
Responsible to: Manager – Policy and Strategy
Reports to: Team Leader – Policy

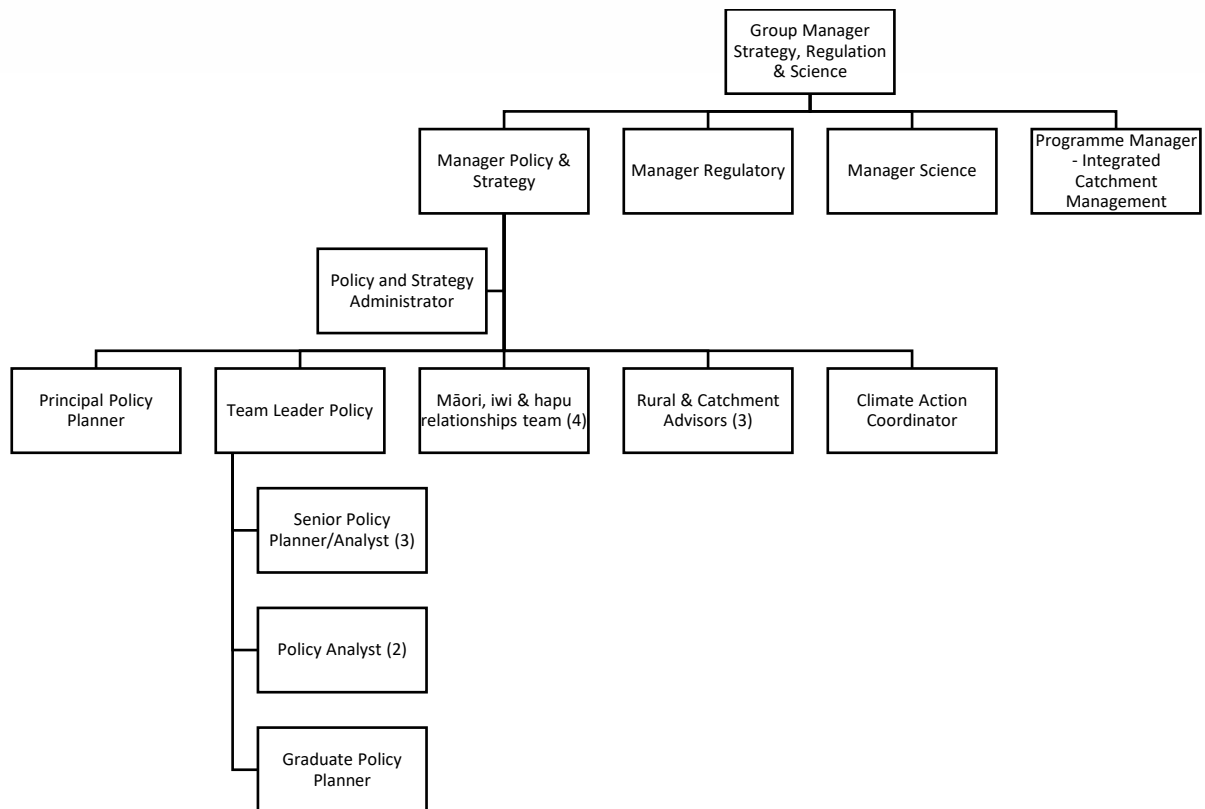
Position purpose:
The purpose of this role is to:

- Provide quality policy advice
- Support the development, monitoring and review of Horizons' policy and planning documents, such as resource management and biosecurity
- Support the management of relationships with key resource users and other parties to policy processes in the region, including iwi and hapū
- Contributing to Horizons' responses to territorial authority and central government policy development and planning processes.

Salary: \$86,170 (85%) to \$101,377 (100%)
Date: June 2026



ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Iwi and hapū, Māori organisations ▪ Community and environmental interest groups ▪ Sector representatives ▪ Territorial authority and regional council policy planning officers ▪ Planning consultants ▪ General public and ratepayers ▪ Territorial Authorities in the region ▪ Other regional councils ▪ Central Government (e.g. MFE, MPI) 	<ul style="list-style-type: none"> ▪ Team Leader Policy ▪ Manager, Policy and Strategy ▪ Group Manager, Strategy, Science and Regulatory ▪ Strategy & Policy, Regulation and Science teams ▪ Other Horizons Regional Council staff ▪ Councillors

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Horizons' Policies, Plans and Strategies	
<ul style="list-style-type: none"> ▪ Support the development, implementation, monitoring and review of policies, plans and strategies for the Manawatū-Whanganui Region. ▪ Liaise and collaborate with Tangata Whenua prior to and during plan development, implementation, monitoring and review. ▪ Liaise and consult with sector groups, the public and other Council staff to identify issues and assess and develop policy options. 	<ul style="list-style-type: none"> ▪ Advice and assessments of proposals is effective and comprehensive. ▪ Advice is technically sound and delivered within agreed timeframes. ▪ Can build an evidence base, make sense of information and turn it into advice that tells a coherent story. ▪ Writes high quality reports that identify potential options, amendments and improvements, and that input is valued by the receiving teams and decision-makers. ▪ Can confidently include policy and planning interventions in policy design with end users in mind. ▪ Consultation with internal and external stakeholders is professional and productive.
Other Policy Advice	
<ul style="list-style-type: none"> ▪ Providing advice, informal and formal input into the development of District Plans within the region, and providing input into central government initiatives. ▪ Provide advice to operational and management functions of Horizons Regional Council. ▪ Assist in any other departmental activities and issues as agreed with the Team Leader Policy or Manager Policy and Strategy. ▪ Provide advice and assistance to other team members as appropriate. 	<ul style="list-style-type: none"> ▪ Contributions to the development of policy are technically sound, well founded and delivered within agreed timeframes. ▪ Analysis and assessment of proposed legislation and policies is effective and comprehensive. ▪ Assistance with other departmental activities is effective and within specified timeframes.
Relationship Management	
<ul style="list-style-type: none"> ▪ Maintain and enhance Horizons' relationships with Iwi and Hapū in the region. ▪ Develop and maintain effective relationships with members of the community and other organisations, including territorial authorities and central government agencies. 	<ul style="list-style-type: none"> ▪ Interaction with iwi/hapū builds constructive relationships; effort is aligned with an understanding of iwi and hapū aspirations and priorities. ▪ Effective working relationships are maintained with all people engaged with our policy programmes of work. ▪ Behave in a manner that reflects the organisation's values, and demonstrates the culture of the team.

<ul style="list-style-type: none"> Maintain effective internal relationships with Horizons staff. 	
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. Respect Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed with the Manager Policy and Strategy. 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

Qualifications

- Tertiary qualification in planning, public policy, geography, environmental management or another applicable field of study
- Current drivers licence

Skills/Knowledge/Experience

- Interest in natural resource management
- Critical thinking skills, including the ability to research, distil and collate essential information
- Understanding of the policy development process
- Ability to analyse and construct alternative options for decision makers consideration
- Well-developed report-writing skills and the ability to tailor writing style to different audiences
- A clear communicator with the ability to build and maintain good working relationships
- Experience working in local or central government policy role is desirable
- Understanding of relevant legislation and procedures including the Local Government Act, Resource Management Act, Biosecurity Act and Treaty of Waitangi is desirable
- Understanding of Te Ao Māori and tikanga is desirable

KEY JOB COMPETENCIES

Advanced Knowledge

- Policy development
- Understating and interpreting legislation
- Strategic and critical thinking
- Report and policy writing
- Political savvy
- Computer literacy

Working Knowledge

- Work and time management
- Safe work practices
- Māori cultural competency

Awareness

- Sensitivity to differing cultural perspectives

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

- Works well as part of a team environment and able relate to a wide range of people
- Strong ethics of honesty and integrity
- A high standard of personal presentation
- Agile and have a positive approach to ambiguity and change

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: ___/___/___