**JOB DESCRIPTION**

**Job Title:** Principal Policy Planner

**Work Unit:** Strategy, Regulation and Science

**Responsible to:** Manager Policy and Strategy

**Responsible for:** Indirect leadership for Policy Planning Team

**Position purpose:** To provide expert technical advice, guidance and leadership on the development natural resource management policy and deliver robust solutions that promote sustainable resource management.

**Salary:** $107,783 (85%) - $126,804 (100%) per annum

**Date:** September 2024

**ORGANISATIONAL CONTEXT**

**FUNCTIONAL RELATIONSHIPS**

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| **EXTERNAL** | **INTERNAL** |
| * Contractors, consultants and suppliers * Tāngata whenua (iwi, hapū and post settlement governance entities) * Interest and community groups * General public * Other local authorities and Government agencies | * Manager Policy & Strategy * Group Manager Strategy, Regulation & * Science * Policy, Science and Regulatory teams * Other Horizons Regional Council staff * Councillors |

**KEY RESULT AREAS**

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| **JOBHOLDER IS  ACCOUNTABLE FOR** | **JOBHOLDER IS  SUCCESSFUL WHEN** |
| 1. Policy development and leadership | |
| * Developing robust policy solutions and the drafting of planning documents in collaboration with fellow staff and technical experts, having regard to feedback from partners and other parties. * Ensuring the policy team delivers effective evaluation, research, analysis, advice and policy drafting to support the development of resource management policy for the One Plan. * Providing peer review of technical information/advice and checking it is fit for purpose and defensible. * Working with the principal scientist and relevant managers to align policy and science work programmes. * Influencing and engaging to shape district, regional and national resource management policy, plans and legislation. * Sharing knowledge and expertise widely with others in the team and wider organisation, and coaching staff to lift Horizons’ capability. * Writing reports and presenting to Council/Committee meetings. | * Policy developed is robust, lawful and able to be implemented effectively and efficiently. * All advice and recommendations are timely and based on robust research and analysis. * All policy documents produced and advice given meet Horizons’ quality standard, are appropriately aligned and fulfil legislative requirements. * Regular technical advice provided within one or more domains or topic areas. * Horizons’ policy planning views are valued and included in national level discussions. * Policy needs are understood and reflected in the science work programme. * Positive feedback from the manager and team leader(s) regarding coaching of staff and projects are delivered as planned. * Written reports meet quality standards and presentations are delivered with confidence. |

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| 1. Programme and Project Management | |
| * As programme leader, planning and managing the work programme and providing leadership and direction to project managers. Ensuring contributors know what they are required to do and by when. * As programme leader, preparing and overseeing relevant project budgets. * Monitoring and evaluating external contracts, to ensure satisfactory performance. | * Work programmes are effectively planned and managed using Horizons project management application (Smartsheets). * Project contributors understand the project objectives and work is completed on time and within budget. * Appropriate funding is sought to deliver projects to required standards. * Contract outputs are successfully delivered. |
| 1. Public Liaison & Relationship Management | |
| * Leading by example, providing clear direction, inspiring shared commitment and fostering effective working relationships. * Regularly presenting complex reports on technical issues in a simple way to the public, industry groups, public hearings, court, Council committees, staff, tangata whenua and stakeholders. * Establishing and maintaining close working relationships with internal and external contacts. * Representing Council at appropriate conferences, seminars and other events. | * Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. * Advice/presentations given are clear and concise with sound reasoning and well thought out conclusions. * Effective relationships are established and maintained. * Professional image is conveyed in public forums. |
| 1. Corporate Contribution | |
| * 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. * Maintain Council plant and equipment. * Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). | * 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**

**Qualifications/Experience**

**Essential**

* Tertiary or professional qualification relevant to resource management planning or commensurate level of experience
* Experience in resource management policy development processes, including a lead role in RMA Schedule 1 processes
* Proven track record of effective delivery of projects and programmes

**Desirable**

* Post graduate qualification
* Experience working in local or central government
* Full membership or eligible for full membership of the New Zealand Planning Institute
* Experience in regional policy planning
* Experience working with iwi or hapū on natural resource management issues

**KEY JOB COMPETENCIES**

**Expert Knowledge**

* Resource management planning and legislative processes Resource Management Act 199
* Leadership and project management (including financial management)
* Strategic and systems thinking
* Research and analysis
* Policy writing
* Relationship management
* Effective communication and presentation of technical information
* Problem-solving exercising good judgement to find creative solutions

**Working Knowledge**

* Understanding of regional issues and opportunities
* Te Tiriti o Waitangi, Te Ao Māori and tikanga
* Safe work practices
* Digital savvy - Microsoft suite
* Time management and organisational skills

**Awareness**

* Sensitivity to differing cultural perspectives
* Community and environmental awareness
* Political awareness

**PERSONAL ATTRIBUTES**

* Empathy for environmental issues and a desire to enhance the natural and built environment
* Excellent communication (verbal, written, and presentations)
* Agile and forward thinking, with the ability to think strategically and identify innovative solutions
* Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
* A natural leader and a team player able to manage group dynamics, motivate and influence others.
* A positive approach to change and able to work in a dynamic environment.
* Excellent interpersonal skills. Able to relate to a wide range of people, including elected members, helping them work through the evidence and its implications; able to translate audience concerns into information needs and policy responses

**KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT**

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| * *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. |

**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 relationship 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.*

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| **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 Councilis 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 Councilis 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: \_\_\_/\_\_\_/\_\_\_