

JOB DESCRIPTION

Job Title: Policy Programme Lead
 Work Unit: Strategy, Regulation and Science
 Responsible to: Manager Policy and Strategy

Position purpose: To lead and coordinate the planning, delivery and evaluation of resource management policy work programmes.

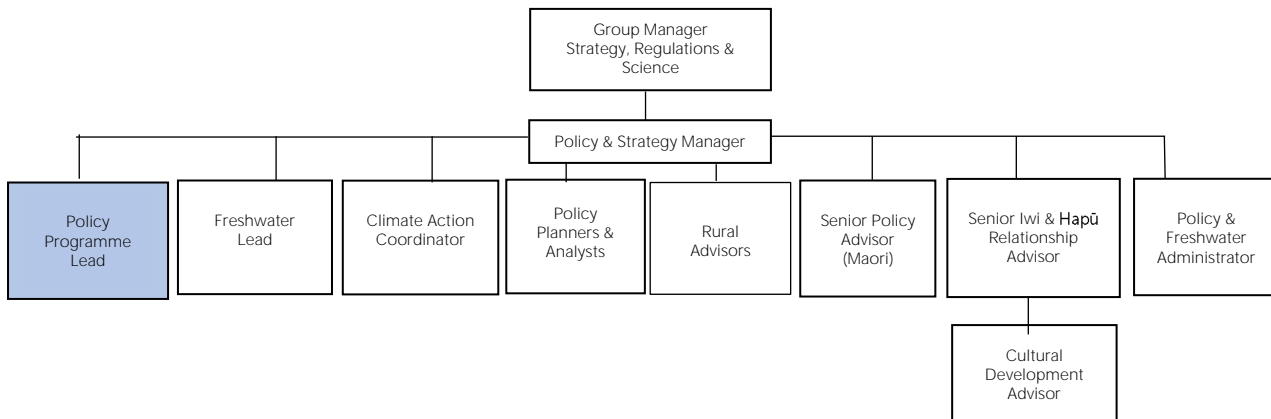
Salary: \$92,545 (85%) - \$108,876 (100%).
 Date: December 2022

ORGANISATIONAL CONTEXT

Issued under the Resource Management Act 1991, national policy statements provide national direction for matters of national significance relevant to sustainable management that local government is required to implement. Policy issues include urban development, highly productive land, indigenous biodiversity, freshwater and air. Horizons Regional Council also needs to review the regional policy statements and regional plan, collectively known as the One Plan.

Coupled with these review requirements is the impending reform of the resource management legislation with new spatial planning requirements, natural and built environment plans and climate adaptation legislation.

This role is to strategise, plan and ensure delivery of our work programme.





FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Other Local Authorities and Government Agencies ▪ Consultants and Contractors ▪ Tangata whenua (iwi and hapū) ▪ Interest and Community Groups 	<ul style="list-style-type: none"> ▪ Policy & Strategy Manager ▪ Group Manager Strategy, Regulation & Science ▪ Policy, Science and Regulatory teams ▪ Other Horizons Regional Council staff ▪ Councillors

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Analysis, Advice and Project management	
<ul style="list-style-type: none"> ▪ Undertake analysis of policy directives, legislation and other changes impacting policy work programmes. ▪ Provide advice, plot out strategy and develop effective implementation plans for policy work programmes. ▪ Provide project management services including setting and monitoring budgets, procurement and contractor supervision. ▪ Monitor and report on progress. ▪ Lead project teams including staff, contractors and consultants to achieve agreed outcomes. ▪ Ensure the directions, progress and outcomes of projects are regularly communicated. ▪ Drive project related communications and deliver presentations. ▪ Contribute to annual and long-term planning processes through the development of business cases and provision of expert advice. 	<ul style="list-style-type: none"> ▪ Analysis and assessment of information, policies and legislation is effective and comprehensive. ▪ Advice is technically sound, well founded, delivered within agreed timeframes an appropriate for the target audience. ▪ Cross-organisational teams including contractors are engaged throughout the project as appropriate and deliver on agreed outcomes. ▪ Progress reports are prepared and presented as required to keep manager and project teams informed. ▪ Effective and positive working relationships are developed and maintained with all people engaged in policy work programmes. ▪ Iwi, hapū and stakeholder views are reflected where appropriate and demonstrates an understanding of tangata whenua perspectives. ▪ Advice is accurate, timely and clear and reflects the organisational context.

Relationship Management	
<ul style="list-style-type: none"> ▪ Providing support to Manager Policy & Strategy and team to deliver work programmes. ▪ Developing a strong networks across the whole organisation to inform thinking, secure support and assist in delivery of programmes. 	<ul style="list-style-type: none"> ▪ A good working relationship with Manager is established and effective support provided. ▪ Effective relationships are developed and maintained internally and externally. ▪ Others' perspectives are integrated into plans and advice. ▪ There is broad consensus amongst teams on programmes proposed. ▪ Behave in a manner that reflects the organisation's values, and demonstrates the culture of the team.
Health and Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE.
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. ▪ Maintain 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 Chief Executive. ▪ 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 policy and planning or significant experience
- Experience in resource management policy development processes
- Proven track record of effective delivery of projects and programmes

Highly desirable:

- Certification in project management
- Experience working in a local government or central government environment
- Experience leading teams

KEY JOB COMPETENCIES

Expert Knowledge/Skills

- Resource management policy planning and legislative processes
- Project management (including financial management)

Advanced Knowledge/Skills

- Research and analysis
- Relationship management
- Communication and presentation skills

Working Knowledge/Skills

- Te Tiriti o Waitangi
- Resource Management Act
- Local Government Act
- Time management and organisational skills
- Problem-solving
- Safe work practices
- Digital savvy - Microsoft suite

Awareness

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

PERSONAL ATTRIBUTES

- Interest in environmental policy and knowledge of policy development processes
- 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, with a positive approach to change
- Excellent interpersonal skills and able to relate to and engage positively with a wide range of people, including elected members.

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.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

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: ___/___/___