



Job Description

Position Title: **Principal Policy Planner**
Reports to: Strategic Planning Manager
Hub: Strategy and Science
Section: Strategic Planning

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
 we are **Kind, Honest** and **Helpful**
 we do **What we say** we're going **To do**
 we **Work Together** to achieve **Better Outcomes**
 we are **Guardians** of our community's **Future**

Strategic Objectives



Hub Chart



Purpose of the Position

Role of Strategy and Science

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving the high-level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district.

This is achieved through the delivery of a community planning and resource management planning functions, as well as supporting integrated policy and cross-portfolio strategy development across the organisation. This Hub provides specialist skills in strategy and policy, science, environmental monitoring, multifunction project management and/or economic development.

Strategy and Science's contribution is our programme management of key planning and strategy documents, and scientific evidence that contributes to producing and supporting this work.

Role of Strategic Planning Team

The statements in Council's vision, community outcomes and strategic priorities are intended to be aspirational statements about the general direction of the range of activities that Council is involved in.

It is the role of the Strategic Planning team to give meaning to the priorities and strategic framework. We use tools such as strategies, plans, bylaws and projects to provide the link between our aspirational statements, our direction, and our operations (what we need to do on the ground).

Role of Principal Policy Planner

The primary aspect of the role is the provision of expert policy advice on its resource management planning functions, including those under the Resource Management Act 1991.

The role and purpose of the Principal Policy planner is:

- To provide strong, experienced, professional planning guidance and support to ensure effective development and delivery of the Council's Strategies and Plans.
- To lead special/large cross organisational Strategy and Policy projects as directed by the Strategic Planning Manager.
- To provide timely and accurate advice and analysis to inform our policy, plan making design and implementation to ensure it is integrated, coordinated and fit for purpose.
- To support the development of Māori capacity to contribute to decision making.
- To provide supervisory support, technical stewardship, coaching and mentoring to other team members as directed by the Strategic Planning Manager.

Primary Functions

1. Health, Safety and Wellbeing

- Take responsibility for your own health and safety
- Model a culture of safety and wellbeing for others
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices

- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation.

2. RMA Planning Expertise

- Provide expert advice on all aspects of plan-making processes under the Resource Management Act 1991.
- Lead and manage large and complex resource management plan-making projects with a focus on reviewing the Tairāwhiti Resource Management Plan.
- Oversee the preparation of documentation and evidence for Environment Court processes.
- Prepare specialist advice and technical reports on all resource management planning and policy matters as required by Strategic Planning Manager.
- Represent Council on or facilitate appropriate attendance for national and regional working parties/groups for the advancement of planning.

3. Policy Development

- Assist the Strategic Planning Manager to deliver high quality strategy and policy advice to Council across the full range of Council activities.
- Develop and review strategies, policies and plans that achieve Council's strategic direction ensuring that strategies are integrated and deliver on cultural, economic, environmental and social wellbeing.
- Identify issues, opportunities, trends and changes in the global, national and local contexts that Council needs to respond to and provide recommendations on work priorities to the Strategic Planning Manager.
- Demonstrate expert knowledge of all aspects of the policy cycle including problem definition, research, option analysis and monitoring and evaluation.

4. Supervision, Technical Stewardship and Training

- Assist the Strategic Planning Manager with supervisory support, technical stewardship, training and continuous improvement within the Strategic Planning Team.
- Ensure the implementation of best practice policy development across Council with a particular focus on the Strategic Planning Team.
- Provide guidance and mentoring on technical policy development and resource management plan-making to the Strategic Planning Team through effective supervisory support, coaching, mentoring and feedback.

5. Partnerships and Relationships

- Lead or assist with the brokering of key relationships locally and nationally, including partnerships with Government and its agencies, and other key external parties who can contribute throughout the planning and policy process.
- Ensure engagement with Māori and mana whenua is timely and meaningful and partner with Maori in a mutually appropriate way to address their interests and aspirations.
- Establish and maintain strong networks across Council and collaborate with relevant Council staff in researching, developing and monitoring policy to ensure an integrated approach.
- Secure support for planning and policy initiatives from other staff, elected representatives and external stakeholders as appropriate.

6. Communication

- Present complex information on projects in a clear and compelling manner in the most effective means – written and/or verbal
- Ensure all communication is articulate, informed and appropriately targeted to audiences.
- Deliver high quality written reports to Council and Committees in accordance with Council's style guide.

7. Engagement

- On behalf of Council, undertake community engagement in relation to the scope and objectives of assigned projects and workflow
- Ensure engagement is well planned, implemented and evaluated so that it contributes to Council objectives and improving organisational best practice.
- Assist the Council to develop appropriate mechanisms to reflect the developing relationship between Council and iwi.

8. Representing Council

- Represent Council's interests, as directed by the Strategic Planning Manager, in dealings with government departments, iwi authorities, businesses and community organisations.
- Write submissions and advocate to central government on issues related to the Gisborne District.
- Liaise and respond to policy initiatives of other bodies (government departments, NGOs, businesses, Local Leadership Body, iwi organisations, etc) to promote Council's strategic direction.

9. Leadership in professional conduct

- Provide timely and high quality advice to internal and external customers ensuring enquiries and complaints are dealt with promptly and thoroughly.
- Role model high standards of professional and ethical conduct.
- Approach tense or difficult situations with the intention of reaching a win-win solution.
- Follows Council policies, procedures and codes of conduct where relevant.

10. Team Work/Corporate Responsibility

- Actively participate in team wide initiatives;
- Contribute to department and organisational planning;
- Enter and track KPIs in Councils Performance system;
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities;
- Provide constructive feedback to team mates and your Manager;
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager.
- Show support for organisation development initiatives.
- Participate in and contribute to corporate projects and inter-departmental initiatives as agreed.
- Ensure proper care of plant and equipment.

- Prepare, update and maintain file records, including databases, electronic and hard copy texts of Council's planning processes and documents, management plans and strategies.
- Prepare and update appropriate information for Council's website in relation to Resource Management Plans and other strategic projects
- Fulfil administration and reporting requirements.

11. Promoting a culture of diversity and inclusion, respect and understanding:

- Build awareness and understanding of Tangata Whenua/Māori in our region;
- Contribute positively to opportunities to interact and develop relationships with Māori;
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context;
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes;
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work;
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people;
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others;
- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Tertiary degree in resource management, planning or other relevant discipline.
- Full member of the New Zealand Planning Institute (or eligibility).

Desirable:

- Post graduate qualification in planning or policy.

Skills / Knowledge

Essential:

- Good written and oral communication skills, particularly report writing.
- Analytical skills in interpretation of legislation, case law and policy documents.
- Knowledge of environmental, social, cultural and economic matters in relation to resource management policy.
- Knowledge of policy development.
- Development of knowledge of Council's plans and local decision-making processes.
- An understanding of regional and district functions in relation to plan making,
- Experience in local authority hearings.

- Knowledge and understanding of the Treaty of Waitangi and its implications on resource management policy.
- Communication – mediation, conflict resolution, negotiation, presentation and speaking skills.

Desirable:

- Microsoft Office and computer literacy.
- Post-graduate study in natural resource management, planning or relevant fields.

Work Experience

- At least ten years relevant post-graduate work experience in resource management policy planning or related fields.
- Significant and demonstrated regional planning experience is desirable.

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Community organisations, interest groups, businesses.
- Mana whenua, iwi authorities.
- Government departments such as Ministry for Environment.
- Non-Government organisations.

- Other local authorities.
- Land owners.
- Businesses.

Internal:

- Chief of Strategy and Science
- Strategic Planning Manager.
- Strategic Planning Team.
- Science and Environmental Monitoring Manager
- Other Council teams.
- Mayor and Councillors.

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated