

**POSITION DESCRIPTION**

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| **Job Title:** | **Strategy and Policy Manager**  |
| **Responsible To:** | Group Manager Strategy and Development |
| **Responsible For:** | Strategy and Policy Teams: including the following direct reports:* Strategic Policy Analyst
* Strategy and Policy Administrator
* Places and Spaces Planner (Fixed Term)
* Workforce Coordinator
* Strategic Partnerships and Relationships Lead (future role)
* Economic and Social Development Lead (future role)
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| **Position Purpose:** | This job exists to:*Oversee strategy and policy development for Council alongside shaping and leading an activity that contributes to the enhancement of cultural, social, economic and environmental wellbeing for the district.* *Lead the development and delivery of the strategic direction of Council through the implementation and monitoring of Council Long Term Plan and other special plans and projects.**Ensure policy advice and development is undertaken and implemented to support the strategic direction of Council while ensuring that a best practice approach is taken.**Provide effective line management to direct reports to support the achievement of their work programmes.*  |
| **Date:** | September 2024 |

ORGANISATION CONTEXT

IMPORTANT FUNCTIONAL RELATIONSHIPS

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| **External**Residents and ratepayersCouncil customers Various government agencies and other councilsProject stakeholders Iwi and hapūConsultants and contractorsDevelopersEconomic Development Agency | **Internal**All staffElected members |

KEY RESULT AREAS

The position of **Strategy and Policy Manager** encompasses the following functions or Key Result Areas:

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| **Jobholder is accountable for** | **Jobholder is successful when** |
| **Partnership Development*** Identify and develop partnerships with key national and regional stakeholders, including central government and industry
* Work with neighbouring councils to set shared priorities and work together strategically and tactically to maximise benefits
* Seek out opportunities and identify and attract alternate sources of funding to deliver initiatives to support the development of the district
* Ensure our stakeholders (including our community) are regularly and proactively kept informed of development opportunities and projects in Ōpōtiki.
 | * Council’s interests are represented in regional and sub-regional development forum and strategies
* Shared opportunities are identified and acted upon
* Funding applications meet the criteria and are to a high professional standard.
* Stakeholders are informed and provided with the necessary information regarding opportunities and projects
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|  **Strategic Planning and Development*** Lead the non-financial aspects of the Long-term and Annual Plan processes
* Contribute to the design and development of Council strategic plans to ensure economic, social, environmental, and cultural development and growth
* Influence policy and strategy development within Council and with external agencies
* Commission and carry out research which will track, monitor and evaluate in order to assist with future development and initiatives.
 | * Councils strategic planning is fit for purpose and supports development and growth of our district
* Leadership and expertise is provided for in the Long-Term Plan and Annual Plan processes
* Growth and policy trends are identified and considered, and are based on sound evidence, and analysis
* Reporting is produced to confirm economic and social development performance and which identifies future opportunities and initiatives.
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| **Project Management*** Lead and implement projects as required
* Work with both internal and external stakeholders to ensure project success
* Help to identify and seek funding to initiate strategic/ development projects within the Ōpōtiki District
* Ensure projects comply with all relevant legislation
* Ensure Council is proactively supported and informed of required decisions, opportunities and risks
* Develop and maintain detailed project strategies, plans and budgets for development projects
* Prepare and maintain clear project proposals, define scope and work plans
* Evaluate progress, problem solve if needed and identify improvements.
 | * Robust and clear advice and reports are produced in accordance with Council and/or other specified timeframes
* Compliance is achieved and financial and reputational risk is minimised, for example resource management, building and engineering standards, health and safety
* Project stakeholders are engaged and informed on progress and where necessary risk
* High quality projects are delivered within budget and are a sound investment of expenditure.
* Work is undertaken within and according to the established work plans
* Risk and stakeholder expectations are well managed
* Projects are completed within budget, to agreed standard, polices adhered to, variances justified
* Managers, staff and other stakeholders provide good feedback and issues are resolved.
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| **Policy Development** * Lead policy advice and guidance processes to Council to support informed decision making
* Lead the undertaking of research that pertains to relevant policy issues to ensure robust policy development and implementation
* Ensure a robust processed is undertaken for submissions working with key stakeholders as required.
* Monitor legislative requirements to ensure Council policy and plans meet obligations and are fit for purpose
* Ensure the community and key stakeholders are provided with opportunities to participate the development of policies and plans for the district.
 | * Research, analysis, conclusions and recommendations are sound and inform Council decision making
* Opportunities for collaborative planning are identified
* Submissions on Bills and discussion documents are prepared on time, are well researched and reflect Council’s interest
* Council and other stakeholders are proactively informed to legislative changes / requirements
* Consultation strategies are appropriate and result in stakeholders and community understanding the policy development and decision-making processes.
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| **Relationships/communication*** Ensure the relationship between the Council and its key external stakeholders is positive and constructive
* Represent Council at appropriate events, meetings and conferences
* Building effective and meaningful relationships with the other staff across Council.
* Positively present and promote Council’s processes, initiatives and actions to other Council staff, elected members, key stakeholders and the community using appropriate communication channels
* A range of communication mechanisms are utilised to proactively inform and involve the community of opportunities, projects and plans
 | * Customers are satisfied and feedback is complimentary
* Relationships with key decision-makers and opinion leaders in the community is positive and constructive
* Communications material is well managed, accessible and filed appropriately.
* Informal and formal consultation process are proactively undertaken
* Effective relationships are maintained with stakeholders
* Presentations are well researched, and appropriate for the audience
* Enquiries or requests for information from customers are actioned promptly.
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| **Leadership*** Positively and proactively leads the Strategy and Policy team including providing ongoing mentoring, training and coaching to staff
* Leads and maintains a strong focus on continuous improvement through effective planning, monitoring and evaluation processes
* Participates fully in the performance management processes including working with direct reports to develop, monitor and review work performance
* Appropriately manages leave balances.
* Creates and maintains strong professional networks locally, regionally and nationally.
 | * The Strategy and Policy team is positive, thriving and engaged in their work
* Continuous improvement is evident across the planning and delivery of services
* Processes and systems are in place which support the delivery of outcomes
* Performance appraisal completed and actioned for all staff
* Leave balances do not exceed 6 weeks, unless express approval is given by Chief Executive
* Professional networks are utilised in increase skills, knowledge and seek advice and guidance as needed.
* Proactively seeks support and guidance from their leader.
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| **Health & Safety*** Provide leadership and encouraging commitment in all work areas to health, safety and well-being
* Contribute to Council’s policy, practice and systems to ensure compliance with the legislation, regulations, approved codes of practice, information, guidance and advice
* A team health and safety culture which is proactive and constructive.
 | * Reporting of events, investigation of events and monitoring of work areas, including contractors and volunteers takes place according to Council’s polices and practice
* There is a culture of continuous improvement
* Internal and external auditing outcomes are positive and complimentary.
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| **Personal Development** * Develop and maintain professional knowledge and contacts.
 | * Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks
* Attend training opportunities relevant to position and the Council.
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| **Civil Defence*** Undertake necessary training to ensure

Preparedness for Emergency Management. | * Support is provided during an emergency.
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**Other duties expected of position holder:**

Undertake any other duties and functions as may be requested of you by your Manager.

**Note:**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

* Relevant tertiary qualification, e.g. public policy, planning, commerce or related field
* A minimum of 5 years local government experience
* At least 3 years’ experience in strategy and policy development
* Line management experience
* Proven experience in the preparation of advice and development of robust and concise reports for decision makers
* Good overall knowledge of relevant local government legislation
* Evidence of working collaboratively with a range of people and organisations in the delivery of projects or outcomes
* High level of computer literacy using Microsoft Office
* Proven experience managing projects.

**Key Job Competencies**

* Professional and courteous manner
* Strong communication and relationship management skills
* High level of professionalism, honesty, integrity and reliability
* Good planning and time management skills, plans ahead, prioritises, is organised and able to work on multiple projects
* Supports others to achieve their KPIs through proactive leadership and management
* Can effectively problem solve and make decisions
* Resilient and able to cope under pressure
* Appreciation for the political and sensitive nature of Local Government.

Manager Date

Position Holder Date