

Principal Policy Advisor

Location	Thames	
Reports to	Corporate Policy Team Leader	
Group	Regulatory and Planning Group	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> Corporate Policy Team Leader, Strategy & Policy Manager, Group Manager Regulatory, Leadership Team, Mayor and elected members, Executive Leadership Team, Area Managers and TCDC staff	<i>External</i> Residents and ratepayers, Tangata whenua/iwi, Regional and Central Government, other stakeholders as appropriate

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Principal Policy Advisor** contributes to the promotion and achievement of Council's strategic direction through leading Council's corporate planning functions and processes.

The Principal Policy Advisor takes a leading role in the development and implementation of the organisation's corporate framework, following best practice processes for bylaws, policies and strategies. Also in the development and delivery of Council's Long Term Plan, Annual Plan, Quarterly and Annual Reports.

Your responsibilities

Accountable for	Successful when
Corporate Framework Development and Implementation	Council's Long Term Plan, Annual Plan, Annual and Quarterly Reports are effectively delivered, through effective project and budget management and integration of information from across the organisation to produce content for documents.
Strategy and Policy Formulation and Analysis	<p>Council has a comprehensive policy framework in place across the organisation</p> <p>Sound and timely policy advice, including on legislation, bylaws and external agency policy is provided to activity managers to enable the development and review of individual activity strategies and policies</p> <p>Robust, timely policy advice, including on legislation and external agency policy is provided to elected members to assist them in making sound policy decisions</p> <p>Accurate, timely advice is provided to the community to assist them in understanding Council's policy direction and rationale for decision-making.</p>
Performance Management	<p>Performance measures and targets that reflect Council's strategic direction and contribute to agreed community outcomes are developed and regularly reviewed in collaboration with relevant staff</p> <p>Performance measures and targets enable efficient and effective evaluation and monitoring of Council's operations</p> <p>Organisational performance is regularly evaluated by monitoring progress against agreed measures and targets business plans</p> <p>Progress reports with recommendations for improvement/change to Council's corporate planning framework are provided regularly to senior management and Council.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
Organisational Support	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p>

	<p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Health, Safety & Wellbeing	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Principal Policy Advisor* will need the following to succeed:

Education / Training	<p>Tertiary qualification to at least Bachelor level in one of the following disciplines:</p> <ul style="list-style-type: none"> -Public Policy -Law -Commerce or Economics
Experience	<p>Proven understanding of and experience with local government and the legislative framework within which it operates, corporate performance planning and reporting, Long Term Plan and Annual Plan processes, policy development</p> <p>Demonstrated experience with planning and delivering projects within agreed timeframes</p>

Knowledge, skills and attributes	<p>Strong analytic, critical thinking, problem solving and decision-making skills, with an ability to simplify complex issues into their component parts, exercise good judgement and be accountable</p> <p>Familiar with working with quantitative and qualitative data</p> <p>Strong IT literacy skills</p> <p>Understands the need for key relationships, acts with honesty, transparency and empathy for people and communities and is able to drive and influence change, using highly developed interpersonal and communication skills</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.</p>
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I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date