

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 and non-financial performance reporting
- the development, delivery and review of Council's Long Term Plan, Annual Plan, and other strategies, plans and policies
- the making and review of Council's bylaws.

Your responsibilities

Accountable for	Successful when
<p>Corporate Framework Development and Implementation</p>	<p>Council's Long Term Plan, Annual Plan, and non-financial performance reporting are effectively delivered, through effective project and budget management and integration of information from across the organisation to produce content for documents.</p>
<p>Strategy and Policy Formulation and Analysis</p>	<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>
<p>Corporate Performance Management</p>	<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>
<p>Relationship Management</p>	<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>
<p>Organisational Support</p>	<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 in in relevant field, is preferable. one of the following</p>
Experience	<p>Proven understanding of and experience with:</p> <ul style="list-style-type: none"> - local government and the legislative framework within which it operates, including the Local Government Act 2002 - corporate performance planning and reporting, Long Term Plan and Annual Plan processes -making and review of bylaws -policy development. <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

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Functional Relationships	<i>Internal</i> Corporate Policy Team Leader, Strategy & Policy Manager, Group Manager Regulatory and Planning and team, Mayor and elected members, TCDC staff	<i>External</i> Community groups, Tangata Whenua/Iwi, other stakeholders as appropriate

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How you fit

The **Policy Advisor** role contributes to the management and promotion of Council's strategic direction through support for strategy and policy functions, corporate and strategic planning processes.

The role is responsible for:

- supporting the Corporate Planning Team in the development and implementation/delivery of the organisation's corporate framework and the Council's Long Term Plan, Annual Plan, and non-financial performance reporting.
- following best practice processes for making and review of the Council's bylaws, policies and strategies.
- supporting effective community engagement in the Thames-Coromandel district.

Your responsibilities

Accountable for	Successful when
<p>Corporate and Strategic Planning</p>	<p>Effective support is in place for development and maintenance of corporate and strategic performance frameworks across the organisation.</p> <p>Support is provided for the development and review of key strategic and corporate planning documents including the Long Term, Annual and Community Plans.</p> <p>Timely, accurate progress reports with recommendations for improvement/change to Council’s corporate planning framework are prepared and provided regularly to senior management and Council.</p> <p>Accurate and timely advice is provided on social, economic, environmental and cultural issues in the wider community, which have an impact on the future of the District.</p> <p>Demographic, economic and social data of the District is maintained.</p> <p>Council’s policies, plans, strategies and work programme present opportunities for Māori engagement and advocate for mutual benefit for Council and Hauraki iwi and hapū.</p>
<p>Strategy and Policy Formulation and Analysis</p>	<p>Council has a fully supported, effective policy framework and performance management regime in place across the organisation.</p> <p>Development of agreed individual activity plans, strategies, policies and bylaws is supported.</p> <p>Support and advice is provided to other staff in the development of business plans, strategies and policies.</p> <p>Accurate, timely advice is provided to Council and the community to assist in the understanding Council’s policy direction and rationale for decision-making.</p>
<p>Communication and Consultation</p>	<p>Community consultation tools and processes for both the organisation and joint inter-agency projects are fully supported.</p> <p>Trends for communication and consultation techniques are kept abreast of and advice on improvements provided.</p>
<p>Project Management</p>	<p>Specific projects are scoped, initiated and completed consistent with adopted policy and strategies and within budget and timeframes.</p> <p>Support is provided that enables effective project management of development and review of core organisational planning documents including the Long Term Plan, Annual Plan, Community Board planning and other key policy documents.</p>

Legislation/Policy Advice	<p>Advice on legislation and external agency policy that may impact the district and/or Council is accurate and timely.</p> <p>Submissions are made on external organisation consultation documents where appropriate.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Maori.</p> <p>Support is provided to elected members and senior management in engaging with Māori in the District.</p> <p>Accurate advice is given to Council on legislative and Te Tiriti o Waitangi requirements around engagement with Māori.</p> <p>Participation is undertaken in organisational capacity building around te reo Māori me ona tikanga.</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>
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About you

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

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

Education / Training	A tertiary qualification in relevant field, is preferable.
Experience	Proven organisational planning and policy formulation experience. Working knowledge of relevant legislation eg. Local Government Act and Resource Management Act.
Knowledge, skills and attributes	Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills. Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities. Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes. Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability. Proficiency in using Office 365 and other applications such as word and excel. Basic understanding of te reo Maori me ona tikangi. Awareness of local government obligations to Maori under various legislation and Te Tiriti o Waitangi. Knowledge of how local government works. Knowledge of research techniques.

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