

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 and Planning and team, Mayor and elected members, TCDC staff	<i>External</i> Community groups, Tangata Whenua/Iwi, 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 being **up Front**, **Accountable** and **Better together**.

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
Corporate and Strategic Planning	Effective support is in place for development and maintenance of corporate and strategic performance frameworks across the organisation. Support is provided for the development and review of key strategic and corporate planning documents including the Long Term, Annual and Community Plans. 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. 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. Demographic, economic and social data of the District is maintained. 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.
Strategy and Policy Formulation and Analysis	Council has a fully supported, effective policy framework and performance management regime in place across the organisation. Development of agreed individual activity plans, strategies, policies and bylaws is supported. Support and advice is provided to other staff in the development of business plans, strategies and policies. Accurate, timely advice is provided to Council and the community to assist in the understanding Council's policy direction and rationale for decision-making.
Communication and Consultation	Community consultation tools and processes for both the organisation and joint inter-agency projects are fully supported. Trends for communication and consultation techniques are kept abreast of and advice on improvements provided.
Project Management	Specific projects are scoped, initiated and completed consistent with adopted policy and strategies and within budget and timeframes. 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.

Legislation/Policy Advice	Advice on legislation and external agency policy that may impact the district and/or Council is accurate and timely. Submissions are made on external organisation consultation documents where appropriate.
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Maori. Support is provided to elected members and senior management in engaging with Māori in the District. Accurate advice is given to Council on legislative and Te Tiriti o Waitangi requirements around engagement with Māori. Participation is undertaken in organisational capacity building around te reo Māori me ona tikanga.
Relationship Management	A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided. 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. Sound professional relationships are established and fostered.
Organisational Support	Knowledge and skills are shared and other staff are supported. Procedures, information systems and policies are documented and complied with. Appropriate and agreed continuous professional development is undertaken. Civil Defence and Emergency Management training and activities are participated in. Other duties may be requested by the manager to support the business unit.
Health, Safety & Wellbeing	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. All reasonable workplace health and safety policy and procedures are followed. Any reasonable instructions given are complied with. A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

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.

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