

Policy Analyst

Purpose | Te arotahi mātua

The Policy Analyst is responsible for working collaboratively and cohesively within the Policy and Planning team to analyse and review existing policies, regulations, legislation and develop proposals for new policy initiatives. In this role, the policy analyst will be assisting in the preparation and review of regional resource management plans and other strategies, policy documents and bylaws to help provide policy advice on the Councils statutory responsibilities.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders to inform policy development in a range of natural resource areas. This includes supporting the collaboration on projects of interdisciplinary teams within Council and with mana whenua. Preparing and effectively communicating supporting information, policy approaches and options to a range of audiences is a key aspect of this role.

Role dimensions | Te ahu mahi

Responsible to: Policy Manager
Responsible for: Nil
Primary location: Stratford, although travel throughout the region may be required as part of your daily duties.

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Assess and contribute to policy development

- Contribute to the development, investigation and/or review of existing regional council policies, plans, strategies or bylaws, including recommending appropriate modifications and changes.
- Provide clear, accurate and well-reasoned policy analysis that communicates complex issues and concepts clearly and succinctly to assist the Council to carry out its statutory functions.
- Ensure that policy is supported by the relevant evidence base from a range of environmental and social science disciplines, including Mātauranga Māori.
- Prepare and present officer's reports and evidence for mediation, hearings panels, plan hearings, and the Environment Court.
- Contribute to policy projects and project outcome being achieved within set timeframe and budgets.
- Assess policies developed by other agencies and prepare advice to support submissions in response to those policies.

Respond to inquiries and prepare reports

- Support the response to inquiries on the interpretation and application of regional council policy.
- Prepare and present, under the direction of the Policy Manager, reports or memoranda on other subjects as may be required from time to time.
- Participate in and support work prepared for committees, joint working parties or project teams as required.

Partnerships and relationships

- Support, and under the direction of the Policy Manager, work with Ngā iwi o Taranaki to ensure processes for policy development are developed and implemented in partnership with tangata whenua, recognise and incorporate Mātauranga Māori and tangata whenua values.
- Support and contribute to the relationships of the Resource Management Directorate internally and externally as required to represent policy positions.
- Support and contribute to the delivery of engagement and consultation activities related to policy development.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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| Qualifications | <ul style="list-style-type: none">• A tertiary qualification or experience in a field that is relevant to the specialisation of this role is required.• Preferably a bachelor qualification in Resource Management or a similar field. |
| Experience | <ul style="list-style-type: none">• At least two years' experience in resource management preferably in the field of policy development within local government.• Have technical and practical proficiency and competency in policy analysis.• Developing experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Excellent written and oral communication skills, including proven report writing ability.• Strong organisation and time management skills.• Ability to interpret data from a wide scientific information database and incorporate such knowledge into policy and planning processes. |
| Knowledge | <ul style="list-style-type: none">• Working knowledge of policy development and analysis.• Awareness and understanding of one or more of the science-based disciplines, for example, ecology, earth sciences, biological sciences, water chemistry or physical geography, and the ability to incorporate such knowledge into the policy and planning process.• Working knowledge of relevant legislation, including the <i>Resource Management Act 1991</i>, <i>Local Government Act 2002</i>, and <i>Biosecurity Act 1993</i>.• Awareness of other Acts such as Local Government Act, Biosecurity Act.• Awareness and appreciation of Te Ao Māori and familiarity of tikanga would be an advantage. |
| Personal attributes | <ul style="list-style-type: none">• Self-motivated• Adaptable• Strong initiative• A can-do attitude• Self-awareness• Methodical and common-sense approach to problem solving• Fluency in both written and spoken English• Ability to perform under pressure to meet tight timeframes• Ability to work with a wide range of other disciplines, particularly the sciences• High professional and ethical standards. |



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - Policy team
 - Resource Management Directorate
 - All Taranaki Regional Council staff
- External**
 - The Taranaki Community, and Local Stakeholders
 - Tangata Whenua
 - Other Regional Councils and Territorial Authorities

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

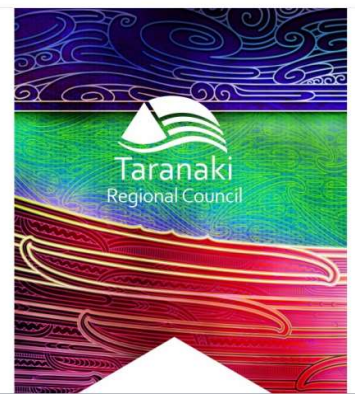
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

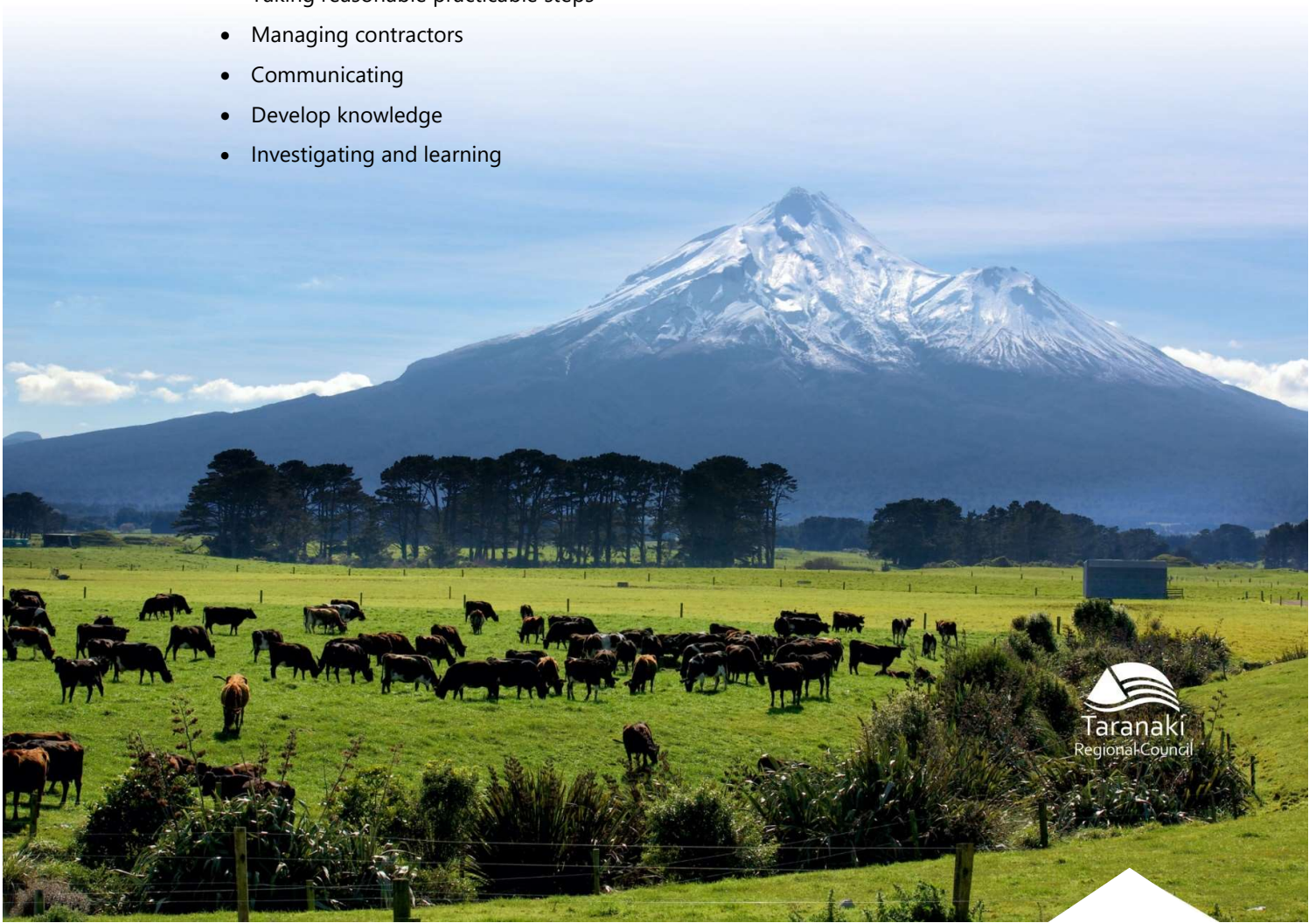
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment