

Policy Manager

Purpose | Te arotahi mātua

The Policy Manager is responsible for leading and managing the Council's policy function and providing leadership to the Policy Team to achieve the levels of service set out in the Long-Term Plan (LTP). The role is to foster a positive team environment where team members are empowered to succeed, achieve results and are committed to personal and professional growth.

To develop Council policy to high professional standards that relate to the Long-Term Plan, Annual Plans and other statutory policies, plans and strategies.

The Policy Manager will:

- Lead and enable the Policy team by providing vision and purpose, setting expectations and work programmes that are aligned with the Council's strategic direction.
- Provide both technical and strategic advice and support to the Director – Resource Management, and work alongside the Resource Management leadership team to contribute to and implement the Taranaki Regional Council's strategic and operational plans.

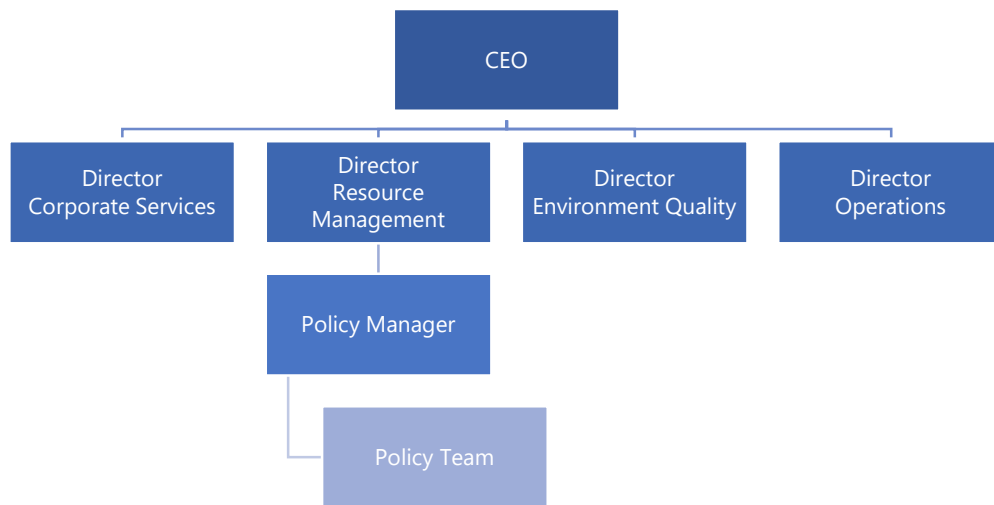
The role encompasses engagement with iwi/hapū, the community, the science community, and a range of internal and external stakeholders to successfully develop resource management and biosecurity policy. Effective communication with a range of audiences is a key aspect of this role.

The Taranaki Regional Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Role dimensions | Te ahu mahi

Responsible to:	Director – Resource Management
Responsible for:	Policy team
Primary location:	Stratford, although travel throughout the region maybe required as part your daily duties
Position grade:	22

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.

People leadership

- As a member of the Managers Forum, role model visible, inclusive leadership embodying Taranaki Regional Council values in your own approach.
- Lead and oversee the Policy team to become a high performing team by providing clarity of vision and purpose, expectations and work programmes.
- Ensure a positive team environment that fosters, develops, and promotes engagement and a culture of high performance.
- Clearly define role expectations, monitor performance, provide timely and constructive feedback and facilitate staff development.
- Maximise effectiveness by selecting, developing, managing and motivating a high performing team.
- Align team with organisational values and goals through effective people management and modelling.
- Responsible for the team's performance, setting clear expectations, and providing mentoring and development opportunities.
- Lead, manage and support staff within the Policy team including staff performance and development, training and implementation of the Taranaki Regional Council's health and safety policy.
- Communicate Taranaki Regional Council and Group goals and aspirations, bringing clarity to the way forward particularly during times of significant change and uncertainty.

Strategy

- Lead the development and implementation of the Policy team Strategy and Roadmap ensuring the Taranaki Regional Council is well-positioned for the future.
- Contribute to strategy and policy development across other Taranaki Regional Council activities as required. Define and specify strategies that align with and improve business operations and procedures, support needs of staff and deliver strategic goals.
- Provide high quality advice, reports and recommendations to the Executive Leadership Team and Elected Members.
- Translate strategic direction into day to day activities.
- Evaluate the outcomes delivered by existing strategic and policy initiatives.

Māori relationships

- Develop and lead effective partnering relationships with tangata whenua and Māori in relation to the work of the Policy team and support the delivery of Taranaki Regional Council strategic priorities.
- Maintain an understanding of the relationships, and work that Taranaki Regional Council has underway, with tangata whenua and Māori groups across the region.

Stakeholder engagement	<ul style="list-style-type: none"> • Consult and collaborate with a diverse range of external and internal stakeholders to deliver the strategic goals of the Policy team and wider Taranaki Regional Council. • Support Policy team staff, to develop and maintain effective partnering relationships with all key stakeholders.
Financial management and reporting	<ul style="list-style-type: none"> • Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual. • Prepare and manage Policy team budgets and subsequent financial management, including implementation, and reporting of performance. • Ensure efficiency and effectiveness in the delivery performance of the Policy team, including optimising the use of resources. • Ensure effective opex and capex budget management.
Health and safety	<ul style="list-style-type: none"> • Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices. • Ensure the Policy team are adequately trained in respect of their health and safety in the workplace and their work responsibilities. • Monitor the risks and develop appropriate mitigation strategies for high priority health and safety risks identified in the Policy team.
Policy and planning	<ul style="list-style-type: none"> • To manage the resource management policy and planning functions of the Taranaki Regional Council, including co-ordinating and managing the preparation, adoption, amendment and review of regional plans and the Regional Policy Statement for Taranaki. • Assist the Director - Resource Management to achieve the objectives set out for the Resource Management group with particular emphasis on those applicable to the Policy team. • Ensure Taranaki Regional Council's policy function adequately responds to central government requirements in a timely manner.
Biosecurity policy and planning	<ul style="list-style-type: none"> • To manage the biosecurity policy and strategy development functions of the Taranaki Regional Council, including the preparation, adoption, amendment and review of regional pest management strategies.
Advocacy	<ul style="list-style-type: none"> • To assist and guide the preparation of submissions and other forms of response to the proposals of external organisations or individuals in promotion of the Taranaki Regional Council's interests.
Work programme	<ul style="list-style-type: none"> • To be responsible for the preparation of annual work programmes and components of annual and other financial plans and to ensure that such programmes and budgets for which the Policy Manager has responsibility, are met and appropriately reported on.

Taranaki Regional Council

- To be responsible for servicing the Taranaki Regional Council and Council committees and Councillor enquiries associated with the above activities.
- Any other duties as required by the Director – Resource Management and/or Chief Executive.

Public relations and council image

- To promote the public relations image of the Taranaki Regional Council and at all times act in a manner commensurate with being a senior officer of the Taranaki Regional Council.





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 post-grad degree qualification in Resource Management planning or a field that is relevant to the specialisation of this role is required.• Preferably a post-graduate qualification in Resource Management or a field that is relevant to the specialisation of this role. |
| Experience | <ul style="list-style-type: none">• At least 10 years' experience in Resource Management planning or related experience.• Have professional, technical and practical proficiency and competency relevant to this role's specialisation.• Experience leading a team, coaching and managing work programmes, performance and setting expectations.• Proven experience in staff management and the ability to build a positive team culture, convey a compelling vision and clear team purpose.• Demonstrated proficiency in policy/strategy development, and implementation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders at a management level in government and/or industry.• Experience and training in policy analysis and development. |
| Skills | <ul style="list-style-type: none">• Strong leadership and motivational skills including effective performance management and review.• Ability to build a positive team culture, convey a compelling vision and clear team purpose.• Proactive and effective leadership, motivational and supervisory skills.• Well-developed interpersonal skills, including proven ability to manage, motivate and develop a team of professional officers.• Ability to think strategically and take a council-wide perspective. understanding the impacts of activities and programmes on the wider Council and community.• Ability to develop and maintain a rapport and relationships between local iwi/hapū and Council.• Excellent verbal, written, interpersonal and relationship skills with an ability to influence by adopting a range of styles and techniques appropriate to the audience and objective.• Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.• Proven administrative and financial management capabilities, including an understanding of financial systems and procedures and reporting.• Ability to work with a wide range of other disciplines, particularly the sciences.• Ability to undertake facilitation and mediation.• Proven record of performance in community engagement.• Proven ability to effectively develop policies and programmes within strict time frames.• Ability to apply innovation to the development and implementation of policy. |

Knowledge

- Advanced knowledge of the Resource Management Act generally, and demonstrated high level of knowledge of the development and review of policy statement and regional plan components.
- Working knowledge of the Biosecurity Act 1993 relating to the development and review of strategies.
- Working knowledge of tikanga Māori and Te Reo, and their application in resource management planning.
- Working knowledge of the Building Act in relation to development of policy for dams.
- Working knowledge of the Land and Transport Management Act in relation to the development of policy.
- Working knowledge of the Local Government Act.

Personal attributes

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.
- **Energetic** person with a high degree of self-confidence.



Functional relationships | Te whanaungatanga mahi

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

- Internal**
 - All Taranaki Regional Council staff
 - Executive Leadership Team
 - Resource Management leadership team (Consents, Compliance, Iwi Relationships and Strategy)
 - Council Managers group
 - Council Committees
 - All Taranaki Regional Council Policy and Planning section
 - Science and Technology Manager
- External**
 - Taranaki Community
 - Other Regional/District Councils
 - District council policy managers
 - Iwi/hapu
 - Special interest groups
 - Central government senior staff
 - Te Uru Kahika – Policy Manager group

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

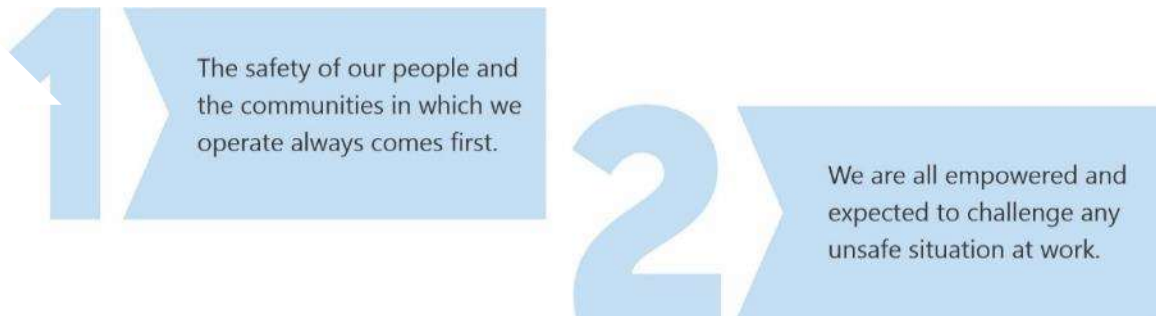
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence,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



Our health and safety | Tō tātou Hauora me te haumarū

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:



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

