

# Tūranga Mahi / Position Description: Strategic Policy Advisor

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***Nāu te rourou, nāku te rourou ka ora ai te iwi***  
*With your basket of knowledge, and my basket of knowledge, all will be well*

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

## TE ĀHUA O TE MAHI - POSITION SPECIFICATION

<b>MAHI - POSITION:</b>	Strategic Policy Advisor
<b>RANGATIRA - REPORTS TO:</b>	Corporate Strategy and Compliance Lead
<b>KĀHUI - GROUP:</b>	Organisational Performance and Innovation
<b>TAUNGA MAHI - LOCATION:</b>	Civic Centre
<b>PŪTAKE - POSITION PURPOSE:</b>	To support Council's vision by providing thorough, evidence-based analysis and insights on Policy that impacts Council's community outcomes.
<b>FUNCTIONAL AREAS:</b>	<ul style="list-style-type: none"> <li>• Research and analysis: conducting in-depth research on policy issues relevant to the organisation and analyse data, trends and legislative developments to inform policy recommendations.</li> <li>• Legislative and regulatory monitoring: Tracking and evaluating changes in local and national laws and regulations while assessing the potential impacts of these changes on Council policy.</li> <li>• Policy Development: Formulate policy positions and strategies based on research findings as well as draft policy proposals, recommendations, and advocacy materials.</li> <li>• Collaboration and coordination: working with cross-functional teams within the organisation to align policy work with strategic goals.</li> <li>• Long term planning – Framework for Policies and Bylaws</li> </ul>
<b>NGĀ WHAKARITENGA - DELEGATIONS</b>	<ul style="list-style-type: none"> <li>• Number and nature of direct reports – Nil</li> <li>• Budget responsibility – Nil</li> </ul>
<b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal</b>	<ul style="list-style-type: none"> <li>• Mayor and Elected Members</li> <li>• Te Tatau o te Arawa</li> <li>• CE's Group</li> <li>• Manahautū Te Arawa Partnership</li> <li>• Destination Development</li> <li>• Organisational Performance &amp; Innovation</li> <li>• Infrastructure &amp; Assets</li> <li>• Chief Financial Officer</li> <li>• People &amp; Culture</li> <li>• Community Experience</li> </ul>

<p><b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External</b></p>	<ul style="list-style-type: none"> <li>• Council stakeholders</li> <li>• Contracted service providers</li> <li>• Technical professionals in your field</li> <li>• Consultants and Contractors</li> <li>• Auditors</li> <li>• Local Iwi groups</li> <li>• Neighbouring local authorities</li> <li>• Mayor and Elected Counsellors</li> <li>• Local Government New Zealand (LGNZ)</li> <li>• Media and professional groups</li> <li>• Regional Council</li> <li>• Chamber of Commerce</li> <li>• Te Arawa Entities</li> <li>• Rotorua Community &amp; Partnership</li> <li>• Police</li> <li>• Māori Wardens</li> <li>• Neighbourhood support</li> </ul>
<p><b>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Conduct comprehensive research and analysis on policy and bylaw issues relevant to the organisation's focus.</li> <li>• Monitor and evaluate legislative and regulatory changes at local and national levels.</li> <li>• Develop policy/bylaw briefs, reports and presentations to communicate findings and recommendations.</li> <li>• Collaborate with internal teams to align policy analysis with organisational strategies and objectives.</li> <li>• Stay informed about current events, trends and emerging issues in the policy landscape.</li> <li>• Effectively communicate and maintain relationships with both internal and external stakeholders relevant to policy and bylaw development.</li> <li>• Develop strategic relationships and provide advocacy.</li> <li>• Ensure active Council, iwi, community and stakeholder engagement in the context of policy and bylaw development.</li> <li>• Take a lead role in ensuring draft policies are consistent across departments and Council.</li> <li>• Provide mentorship and guidance to team members.</li> </ul> <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment</i></p>

## TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p><b>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</b></p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Experience in drafting policy and Bylaws</li> <li>• High level of technical competence in statutory and policy frameworks along with policy and Bylaw writing/development</li> <li>• The ability to understand and apply legislation</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Public Policy, Political Science, Law</li> <li>• Training or certification in policy analysis or public administration</li> </ul>
<p><b>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Highly effective written and verbal presentation and communication skills; highly developed interpersonal skills</li> <li>• Excellent problem solving skills, including exceptional conceptual and analytical ability</li> <li>• Excellent relationship management skills and the ability to influence others</li> <li>• Experience working closely with politicians and/or senior decision makers</li> <li>• Decision making skills and sound professional judgment</li> <li>• Well organised, and an ability to plan and prioritise important activities/tasks and meet timeframes</li> <li>• Ability to work independently on own projects, as well as work collaboratively on large projects as part of a team</li> <li>• Ability to express complex matters with simplicity and clarity</li> <li>• The ability to work unsupervised, and to be self-motivated</li> <li>• Strong research with policy development and writing skills</li> <li>• Legal understanding</li> </ul>

<p><b>NGĀ UARATANGA - VALUES:</b></p>	<p style="text-align: center;"><b>Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</b></p> <p><b>WHY WE DO IT.....</b> We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p><b>HOW WE DO IT.....</b> We do this by working in partnership, making it simple and solutions focused</p> <p><b>WHAT WE DO.....</b> We provide quality services for our community and people to prosper</p> <p><b>OUR CORE VALUES – PEOPLE FIRST</b></p> <p><b>RESPECTFUL:</b> Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p><b>HELPFUL:</b> Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p><b>ENGAGING:</b> Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p><b>INSPIRING:</b> Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p><b>INNOVATIVE:</b> Find solutions, Progressive, Continuous improvement, Empowered</p> <p><b>BICULTURAL:</b> Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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