

Position Description – Policy Advisor

The position reports to: Senior Policy Advisor **Grade:** 14

Hours of work: 32 hours per week

Position purpose:

Purpose of the Role:

The Policy Advisor plays a key role in developing, reviewing and implementing Council policies and bylaws that support effective decision-making, legislative compliance and community outcomes. The Policy team ensure the organisation is supported in carrying out its functions with quality, effective and relevant strategic policy and bylaws that are fit for purpose. The role, manages policy and bylaw reviews, assists with the associated consultation processes, provides high-quality policy advice to elected members and staff and helps ensure Council's strategic documents remain relevant, fit for purpose and responsive to changing legislative, operational and community needs.

The Key areas of responsibility include:

Policy and Bylaw development and review	• Manage policy and bylaw review projects from initiation through to adoption, ensuring delivery within agreed timeframes and legislative requirements. • Undertake policy reviews and policy initiatives in accordance with the relevant statutory requirements, including engagement and consultation processes. • Undertake bylaws reviews and initiatives in accordance with the relevant statutory requirements, including engagement and consultation processes.
Policy Advice	• Provide Council and staff with policy advice which is supported by appropriate background research and statistics • Provide clear and concise reports to Council and committees setting out background and legal obligations, together with options and advice on each option with clear recommendations • Support staff and elected members with policy interpretation and implementation. • Prepare briefing papers and discussion documents for elected members and senior leadership. • Identify policy risks and provide mitigation options.

	• Provide information to the public, staff and elected members on Council's strategic policy documents.
Consultation and Administration	• Work with the Engagement team to develop clear and effective community submission processes and campaigns which comply with all legislative obligations. • Collate and interpret responses from the consultations and report back in a clear well-structured report to the Manager, Senior Leadership Team and Council as required. • Provide reports summarising community feedback and outlining recommendations for Council consideration. • Facilitate workshops, hearings and engagement activities as required.

Deliverables:

Big picture	• Ensuring Council has a suite of policies and bylaws that are relevant, fit for purpose and contribute to Council achieving its values, purpose and vision. • Elected members and staff have access to good quality policy and strategic advice to support them in carrying out their roles, including decision making. • Community consultation and engagement for policies and bylaws is effective and meets best practice expectations and legislative requirements. • Monitor legislative reform programmes and emerging policy issues to ensure Council is prepared for future regulatory change.
Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against own KPIs • Take an active role in own goal-setting, learning and development • Correctly and appropriately use technology as required for the role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Comply with all legislation and Council policies • Set a positive example for punctuality, attendance and work ethic
People & Capability	• Be a positive and constructive team member • Collaborate on cross team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep self and others physically and psychologically safe and well

	• Attend, be prepared for and engage constructively in all meetings • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels • Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for role)
Requirements for all staff	• Buller district council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.
Emergency Management requirements for all Council Staff	• Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include: • Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event. • Respond to civil defence emergencies or adverse events wherever possible and if it is safe. • Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
• Senior Policy Advisor • Group Manager Regulatory Services • Senior Leadership Team, • Council staff throughout Council.	Key Stakeholders including: • Iwi • Residents, • Ratepayers, • Elected Members • General Community • Community Groups • Professional networks • Consultants & Legal • Specific interest groups	• Council • Regulatory Hearings Committee • Audit and Risk Committee (if relevant) • Joint committee structures

Skills and Experience (JD Specific)

Essential	Desirable
• Demonstrated experience in policy development, analysis or related advisory work. • Strong analytical and research skills. • Excellent written communication skills including report writing. • Ability to interpret legislation and assess policy implications. • Strong relationship management and stakeholder engagement skills. • Ability to manage competing priorities and work independently. • Proficiency in Microsoft Office applications.	• Experience in bylaw development and processes • Experience working in a team-oriented, collaborative environment • Experience in project management • Experience working in local government & some knowledge of the Local Government Act 2002. • Knowledge of the Bylaws Act 1910, Local Government Official Information and Meetings Act 1987 and other relevant legislation. • Experience undertaking public consultation processes. • Understanding of Te Tiriti o Waitangi obligations in local government. • Experience presenting to governance bodies.

Education, Qualification, Memberships

Essential	Desirable
• Relevant tertiary qualification in Public Policy, Law, Political Science, Planning, Resource Management, Public Administration or a related discipline.	• Postgraduate qualification in a relevant discipline.