

Your Position

Your job	Senior Policy Advisor Kaitohutohu Kaupapahere Matua
Your group	Policy, Planning & Regulatory Services
Your team	Strategy & Policy
Your manager	Manager Strategy & Policy, Mia Matheson
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The purpose of the Senior Policy Advisor role is to:

- Lead policy projects and provide high quality analysis, information and advice within the team and across Council
- Provide sound, future focussed policy direction to senior management, Council Governance and across Council
- Ensure policies are integrated well across Council and prioritised accordingly.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• You will guide the policy advisor on work programming matters and peer review their work
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees.

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Guide and co-ordinate the policy work programme for the Strategy & Policy Team and wider Council departments • Undertake research, analysis and project work to ensure that issues of organisational importance are identified • Provide coaching and guidance to the Policy Advisor in all aspects of the role • Provide technical leadership and best practice advice and support to the Policy Advisor including providing performance feedback to the Manager • Contribute to and manage where appropriate, relevant programmes, projects, and initiatives as determined by the Policy team work programme • Take on a project management role, or roles in working groups within PPRS or in other parts of the Council • Develop and adopt plain English reports and policy documents that can be easily accessed by our customers • Peer review other staff reports for council • Apply the core skills of researching information, understanding trends, thinking strategically and developing policy responses to a number of topics • Interpret legislation / bylaws / policy documents and assimilate it into policy direction • Assist with submissions to central government and other agencies as required • Lead Public Engagement processes to a high standard • Answer public enquiries in a timely, courteous and helpful manner • Contribute to the development and management of knowledge within the teams • Actively manage and plan own work programme • Develop and maintain environmental scanning processes to support and inform decision making.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain positive and constructive working relationships with key stakeholders, business and industry groups • Collaborate with internal teams, have an open mind and be an effective listener when developing policy • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events • Role model a strong customer service focus to ensure that customer and stakeholder perspectives are a driving force behind decisions and policy directions.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment to our vision, strategic directions, organisation values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • A relevant tertiary qualification in Policy and/or Strategy • At least five years policy making experience at a senior level • A solutions focussed mind set, able to take initiative and offer ideas, options and solutions • An ability to simplify complex issues, analyse problems, gather and interpret relevant information and apply good judgement and critical thinking to reach robust conclusions • Strong analytical expertise and know how to translate data into a key messages and appropriate policy • Ability to think strategically and see the “big picture” while paying attention to detail and policy implementation issues • Have an ability to think strategically about the direction Council should take on a range of policy areas • Exceptionally strong relationship and interpersonal skills • Experience working in central, regional and/or local government • A thorough understanding of Council policy making processes • Have a sound understanding of what information to use as an evidence base in order to determine what policy direction to take • Be able to collaborate with stakeholders and Council staff to inform the appropriate policy direction to take • Political savvy; ability to read a room and adapt accordingly to achieve good outcomes for Council • A collaborative and customer focused approach to policy • Strong writing skills to articulate clear policy directions and explain the rationale behind the reason for certain directions • A broad set of policy skills that can be applied to a multitude of topics. If you have a specialist interest and or skill set that will be taken into consideration and utilised as appropriate when allocating work • Good project management skills • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> • Some leadership/supervision experience.

Last updated August 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.