



POSITION DESCRIPTION

Position: Graduate Policy Advisor	Group: Finance, Strategy and Governance
Job-holder:	Location: Taumarunui
Responsible to: Manager Policy and Strategy	Date: July 2024
Responsible for: Delivering high-quality stakeholder-focused policy advice.	

OUR DISTRICT:

We are proud of our reputation in the community and are working hard to bring to life our 10-year Long Term Plan (LTP). We want communities to have a say in local decisions, take action together and aim to make communities better now and in the future by focusing on wellbeing, the economy, the environment, and culture. We are proud of the place we call home. Ruapehu District Council celebrates its diverse communities who are connected to their environment and each other. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle being home to the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, cycle trails, trekking, kayaking, hunting, and fishing at our doorstep that support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded on strong leadership, advocacy and financial stewardship. We seek to create resilient infrastructure, thriving communities, prosperous businesses connected to their surroundings, a healthy environment, and a diverse, engaged workforce valuing people, teamwork, and continuous improvement whilst serving our communities. We value People, Teamwork and Continuous Improvement, as outlined in **Attachment 1 “Three Pillars of our work at Ruapehu District Council”**, which forms part of this Position Description.

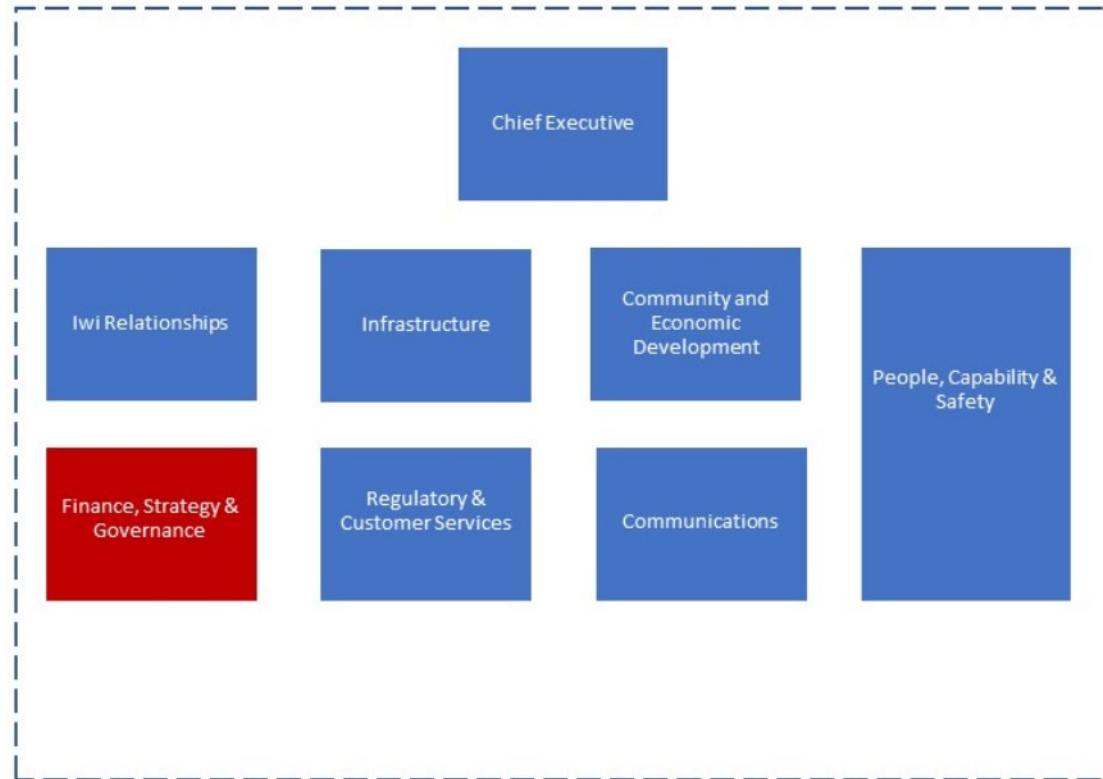
OUR COMMITMENT TO TE TIRITI O WAITANGI:

Te Tiriti o Waitangi is one of two pou that supports Council’s Wellbeing Framework. Council acknowledges Te Tiriti o Waitangi and its responsibilities within a local government and Ruapehu District context. We recognise our unique responsibilities under Te Tiriti o Waitangi within the Ruapehu District, emphasising partnership, participation of Māori, and protection of their rights.

Financial & Non-Financial Delegations:

Number of direct reports: 0

Expenditure Authority Levels: Individual expenditure items within approved budgets



THE ROLE:

The Graduate Policy Advisor is responsible for supporting the delivery of high quality, accurate, timely service and stakeholder focused policy advice. The Graduate Policy Advisor will work on policy projects (including strategy, bylaw, and related projects), gather evidence, undertake research, analyse policy issues, develop policy options, prepare policy advice, engage with the community and stakeholders. The role works in consultation with multiple stakeholders to establish business needs and then applies best practise in design, implementation, and monitoring of quality assurance, legislative, regulatory and policy compliance.

LEVEL OF AUTONOMY AND DEGREE OF DELEGATION:

The position works within clear, high-level KPIs and accountabilities and plays a key role in providing advisory to a range of internal stakeholders. Collaborative in nature the role is responsible for a variety of tasks that support the Council to create and develop robust policy that supports its Wellbeing Framework.

STAKEHOLDER ENGAGEMENT:

Internal: Chief Executive, Executive Leadership Team, Executive Manager Finance, Strategy and Governance, Manager of Policy and Strategy, Policy and Strategy Team, other Internal teams.

External: Council and Committees, Community Groups, Ruapehu District iwi and hapū representatives, Suppliers, Council’s Auditors and other External Organisations and Members of the Public.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

- Council’s Values
- Quality Policy Advice
- Planning and monitoring
- Commitment to Te Ao Māori
- Capability Development
- Project Management
- Relationship Management
- Organisational Responsibilities

Key Performance Areas	Key Accountabilities	Key Performance Indicators
Council’s Values	Conduct all business activities in line with the Council’s Values as outlined in Council’s Wellbeing Framework.	Demonstrates Council’s Values in all business activity and when working with both internal and external stakeholders.
Quality Policy Advice	Report, communicate and support policy planning and advice for the Executive Leadership Team and other Council departments to inform decision making and planning. Effectively apply critical thinking, clear logic and reasoning to policy issues. Build requisite knowledge for different policy areas (including strategy, bylaw and related projects) and issues quickly, draw on knowledge of the policy area, use information and evidence from multiple and diverse sources.	The Manager Policy and Strategy and other Council teams are satisfied with the support they receive, and they can make informed decisions based on the information and data provided. Areas of work are supported by the detailed analysis and advisory that is presented.

	<p>Provide clear, concise and accurate, well-reasoned policy targeted to the audience.</p> <p>Monitor and provide advice on legislative change.</p> <p>Assist with and in time lead submissions and other external policy responses.</p> <p>Develop and maintain policy working knowledge in relation to the local government sector, striving to be at the cutting edge, knowledgeable, being part of discussion and linking back change that may impact Ruapehu District Council and its communities.</p>	<p>Internal and external stakeholders view incumbent as a subject matter expert and proactively seek support and advice.</p> <p>Legislative documents are up-to-date, easy to find and are interpreted accurately for stakeholders.</p> <p>Submissions are supported by the Council and responses are issued within the given timeframes.</p> <p>Demonstrate the development and maintenance of policy working knowledge in relation to the local government sector. Actively being part of discussion and being mindful of change that may impact Ruapehu District Council and its communities.</p>
Planning and monitoring	<p>Assist the Policy and Strategy Team in the development, maintenance and continuous monitoring of long term and annual plans, policy, strategy and other related documents and processes.</p> <p>Monitor proposed policy and legislative change, interpret what changes mean for Ruapehu District Council and its communities and provide advice in relation to whether the matter requires a submission or other external policy response.</p> <p>Support the integration of and ensure regular monitoring of all policy and policy changes.</p>	<p>The Policy and Strategy Team are satisfied with the support that is provided on all matters of policy and strategy design and development.</p> <p>Robust monitoring is demonstrated, and stakeholders are up to date and always informed of issues and concerns that may arise. Submissions or other external policy responses are being undertaken as and when required.</p> <p>Support of robust monitoring is demonstrated, and stakeholders are up to date and always informed of issues and concerns that may arise. Monitoring processes are fit for purpose, are measurable and always provide a true reflection of status.</p>
Commitment to Te Ao Māori	<p>Support Council's strategic goal of better outcomes for Māori by participating in initiatives to embed Te Ao Māori into the way we do things.</p>	<p>Demonstrate willingness to develop and build your own confidence and capacity within Te Ao Māori.</p>
Capacity Development	<p>Proactively build capability in analysis and provision of advice. Participate in learning and development provided, while also</p>	<p>Actively seeks learning opportunities. Can demonstrate how participation in learning and development opportunities have built capability in analysis and provision of advice.</p>

	<p>seeking learning opportunities and taking responsibility for own professional development.</p> <p>Take on the challenge of unfamiliar tasks and learn on the go.</p> <p>Support less experienced colleagues, share knowledge and skills.</p>	<p>Demonstrate growth and professional development whilst undertaking unfamiliar tasks.</p> <p>Internal stakeholders are happy with support provided in relation to the sharing of knowledge and skills.</p>
Project Management	<p>Assist with the planning and co-ordination of policy and community engagement processes.</p> <p>Assist in applying policy project management process, and the machinery of local government to deliver policy projects.</p> <p>Actively plan and manage own projects and workload with required support.</p> <p>Readily take ownership and action on challenges and projects and be responsible for the results.</p>	<p>Planning processes are followed and documented accordingly.</p> <p>Demonstrates development in the management of projects competently and within legislative and regulatory constraints.</p> <p>Manages own workload and consistently and independently meets deadlines.</p> <p>Is honest, communicates well and is accountable for own workload.</p>
Relationship Management	<p>Support others, respect their views, build partnerships, and gain trust to meet shared objectives and outcomes.</p> <p>Assist in planning and engage proactively and effectively with internal and external stakeholders.</p> <p>Assist in planning and undertaking engagement and consultation with the Ruapehu communities.</p>	<p>Stakeholders feel supported and empowered to collaborate to achieve shared outcomes that deliver on the Council's Wellbeing Framework.</p> <p>Collaborative consultations are supported and held regularly with relevant stakeholders.</p> <p>Engagement and consultation are well planned and executed; and support Council's Wellbeing Framework, Council's Māori Engagement Strategy and Council's legislative obligations under the Local Government Act 2002.</p>
Organisational Responsibilities	<p>Be aware of and demonstrate compliance with Council's suite of internal staff policies.</p> <p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU). However, safety is</p>	<p>Demonstrate professional and personal standards that align with Council's internal staff related policies.</p> <p>Ensure policies and procedures relating to health and safety at the workplace are always adhered to. Co-operate with any reasonable policy or</p>

	<p>everyone’s responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p> <p>Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people.</p> <p>Ruapehu District Council is responsible for Civil Defence emergencies, and all employees:</p> <ul style="list-style-type: none"> • Will be trained in Emergency Management • May be called on to keep open essential services • May be called to respond to adverse events and to assist in other Emergency Management duties as required. <p>Adhere to the use of Council technologies and digital platforms inclusive of DWS and Microsoft programs.</p>	<p>procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Report all hazards and risks in a timely manner in line with reporting procedures.</p> <p>Undertakes Emergency Management training as required and actively participates in Emergency Management Responses if able to.</p> <p>Shows a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date.</p>
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JOB REQUIREMENTS:

- A tertiary qualification in public policy, social sciences, law, economics, or another relevant field.
- A clean current New Zealand driver’s licence.

KEY SKILLS:

- Good analytical and critical thinking skills.
- Ability to write and present verbal advice in a clear and concise manner.
- Relationship management skills – able to develop effective working relationships and establish rapport with all relevant stakeholders.
- Excellent interpersonal skills – able to communicate clearly in a variety of mediums.
- Strong learning agility – able to learn quickly, willing to take on challenges that lead to personal growth.
- Demonstrates an achievement orientation - shows resourcefulness, self-sufficiency, persistence, and adaptability.
- Able to work effectively, both alone and in a team environment.
- Self-management focus - able to manage own workload, prioritise and contribute towards outcomes.
- Understands the policy development process.
- Knowledge of Te Tiriti o Waitangi

- Good knowledge and experience working with standard office software products e.g. Word, Excel, PowerPoint, Outlook.

POSITION-HOLDER:

NAME.....

SIGNATURE..... DATE.../.../...

MANAGER

NAME.....

SIGNATURE..... DATE.../.../...

ATTACHMENT 1

The Three Pillars of our work at Ruapehu District Council

PEOPLE

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

TEAMWORK

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

CONTINUOUS IMPROVEMENT

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.