

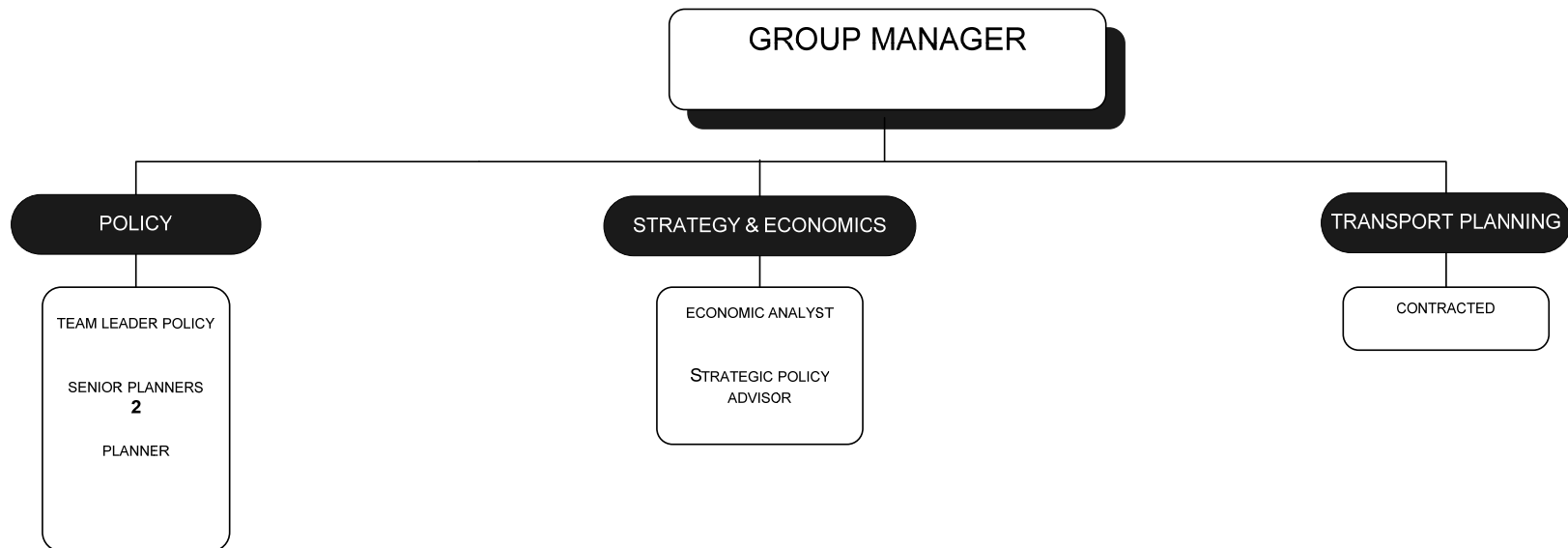
HAWKE'S BAY REGIONAL COUNCIL

JOB DESCRIPTION – STRATEGIC POLICY ADVISOR

POSITION TITLE: STRATEGIC POLICY ADVISOR
RESPONSIBLE TO: GROUP MANAGER STRATEGIC DEVELOPMENT
SALARY RANGE: \$ TO \$

JOB CONTEXT:

STRATEGIC DEVELOPMENT GROUP



JOB SUMMARY:

This position will have a broad focus on a range of issues that are of strategic importance to the Council. The role will encompass developing strategic relationships particularly with iwi in association with treaty settlements, supporting Council's strategic initiatives in the development of policy and planning frameworks and being involved in resource management plan. While reporting to the Group Manager Strategic Development, it is expected that the person in this role will work closely with a number of Group Managers.

POSITION: STRATEGIC POLICY ADVISOR

KEY RESPONSIBILITIES:	KEY INDICATORS:
<p>Strategic Development</p> <ol style="list-style-type: none"> 1. To project manage the development of the HB futures scenarios 2. To provide high quality advice and develop sound policy frameworks for dealing with Council's strategic issues 3. To undertake appropriate research to underpin strategic decision making and policy advice. 	<ul style="list-style-type: none"> • HB future scenarios developed to meet 30 June 2010 deadline in Ten Year Plan • Policy frameworks are established where necessary to provide structure across strategic initiatives such as the strategic water programme and overlaps with other initiatives such as treaty settlements
<p>Iwi Relationships</p> <ol style="list-style-type: none"> 4. To assist the Group Manager External Relations in the Treaty Settlement process and to maintain ongoing relationships with relevant iwi and groups. 5. To be part of the project team for resource management planning to implement treaty settlement objectives. 	<ul style="list-style-type: none"> • Maintenance of effective relationships with Treaty claimant groups through the implementation of co-management options as agreed in Treaty settlements • Effective engagement of iwi and hapu groups in the development of projects outside the Treaty Settlement Process • Contributes to the strategy thinking and the development of policy framework as part of the project team.
<p>Regional Resource Management Plan</p> <ol style="list-style-type: none"> 6. To assist with the development of new policies for inclusion in the Regional Resource Management Plan, by way of variations or changes to that document as may be directed by the Group Manager Strategic Development 	<ul style="list-style-type: none"> • Contributes to strategy thinking and the development of policy framework as part of the project team.
<p>Regional Land Transport</p> <ol style="list-style-type: none"> 7. To assist with the formulation of strategies and policies for transport planning purposes, in particular the review of the Regional Land Transport Strategy. 	<ul style="list-style-type: none"> • Contributes to strategy thinking and the development of policy framework as part of the project team.
<p>Continuous Improvement</p> <ol style="list-style-type: none"> 8. To actively and enthusiastically promote the concept of continuous improvement in your work for the Council 	<ul style="list-style-type: none"> • Maintain a positive overall attitude in the workplace as assessed by your peers and Manager • Take part in training opportunities provided by Council with an open mind, as assessed by pre and post training meetings with your Manager • Practice the skills provided in training offered by the Council, as assessed by regular feedback meetings with your Manager • Show a strong team commitment, as indicated by peer feedback and your Manager's assessment • Practice the concept of continuous improvement by showing initiative with

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<p>new ideas and positively acknowledging others' ideas</p> <ul style="list-style-type: none"> • Give honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager • Active involvement in decision making processes when the opportunity is made available • Where appropriate, new staff are inducted into the continuous improvement process
<p>Health And Safety</p> <p>9. To follow established health and safety procedures while working for the Council, and in accordance with policies to be developed by the Council</p>	<ul style="list-style-type: none"> • Compliance with and adherence to the Council's accepted standards and procedures • Where appropriate workplace hazards are identified and communicated to management • Regular reviews of workplace hazards are undertaken • Where appropriate, advise reporting staff of OSH standards and procedures • When, and if, necessary investigation of accidents/incidents is carried out according to Council procedures • Appropriate and effective staff training is undertaken as and when necessary • Promote a healthy & safe workplace • Maintain a clean & tidy workspace
<p>Emergency Management</p> <p>10. To undertake such Emergency Management functions as are determined appropriate to meet the Council's role and function in this area</p>	<ul style="list-style-type: none"> • Undertake such a role as is allocated for emergency management requirements • Participate in such exercises as are required to maintain a state of preparedness in the Council • Respond to such requests to assume an emergency management role as are required by events

POSITION: STRATEGIC POLICY ADVISOR

KEY SKILLS:

- Able to demonstrate strategic thinking and formulate regional perspectives on issues
- Strong conceptual and analytical skills for dealing with issues of complexity and uncertainty
- Innovative in problem solving and lateral thinking with reasoning ability
- Ability to “walk in both worlds”.
- Good understanding of tikanga Maori and the implications of policy development on tangata whenua.
- A background of economics and social sciences would be an advantage
- An ability to establish and maintain credible and effective relationships, particularly with iwi groups
- A high standard of written and verbal communication
- Previous involvement in policy development processes
- Project planning, a high level of personal organization and an ability to meet deadlines and work under pressure
- A clear understanding of regional council functions would be an advantage
- Enthusiasm and innovation, with the ability to handle change
- Effective interpersonal skills
- A positive service focused approach to the community and fellow employees.

COUNCIL’S VISION AND VALUES:

Vision:

- A region with a vibrant community, a prosperous economy, a clean and healthy environment, now and for future generations.

Values:

- Excellence: We aim high and take pride in providing exceptional service.
- Forward Thinking: We anticipate and prepare for the future.
- Innovation: We are open to change and seek new ways of doing things.
- Integrity: We demonstrate openness, honesty and respect in our relationships.
- Partnerships: We build strong partnerships to achieve common goals.