



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

Senior policy analyst

Senior policy analyst

Manager

- strategy and policy manager

Responsible for

- N/A

Purpose of the role

- provide expertise in strategy and policy development. Facilitate and develop the strategic thinking and analysis identified to provide objective, valid and considered advice to Council that ensures its decision making process is robust, appropriate, informed and future focussed.



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say
Walk the talk

Own mistakes and learn from them
Be up front

Do the right thing at the right time
Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback
Actively listening
Courageous conversations

Respecting each other

Supporting
Treating fairly
Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- executive leadership team
- Mayor and elected members
- policy analysts, corporate performance lead, planning and reporting analyst
- managers and Council staff

External Relationships

- central and local government agencies
- consultants, academics and contractors
- Audit New Zealand
- Great South
- Te O Marama and Iwi
- residents and ratepayers

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- facilitate and develop strategic thinking for the research, analysis and development of strategies, bylaws and policies which enable Council to make informed and robust decisions with a future focus
- provide robust advice on the implications of policies, including trends, risks and developments
- prepare written policy documents including option papers, submissions, reports and consultation documents for publication
- interpret environmental, social, cultural and economic trends and advise on opportunities and risks to the organisation and the District as a whole
- lead the development of key projects from high level outcomes to project plan formation
- provide quality strategic and economic policy analysis and forecasting to optimise organisational deliverables
- lead the development of strategy and policy and contribute strategy and policy advice across the organisation
- support the group manager, democracy and community and strategy and policy manager by monitoring emerging needs and interests among key stakeholders at a local, regional and national level
- represent Council on working parties at a regional and national level as the opportunity arises
- articulate Councils position and strategy on issues and relate rationale in a persuasive and knowledgeable manner
- research best practice within the sector and drive implementation within the organisation
- initiate, build and maintain a broad range of effective relationships and networks, both within and outside Council to influence, persuade and to understand others' perspective to enrich advice
- support and initiate as appropriate submissions to central government and other relevant agencies that result in proactive advocacy
- engage key stakeholders through a variety of channels in the development of strategies and policies
- manage external consultants for one off projects ensuring a high return on investment.





ORGANISATIONAL ACCOUNTABILITIES

Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.

Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.

Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.

Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

EDUCATION & QUALIFICATION

- Tertiary qualification to at least bachelor level in at least two of the following disciplines:
 - strategy
 - public policy
 - law
 - economics
 - social science

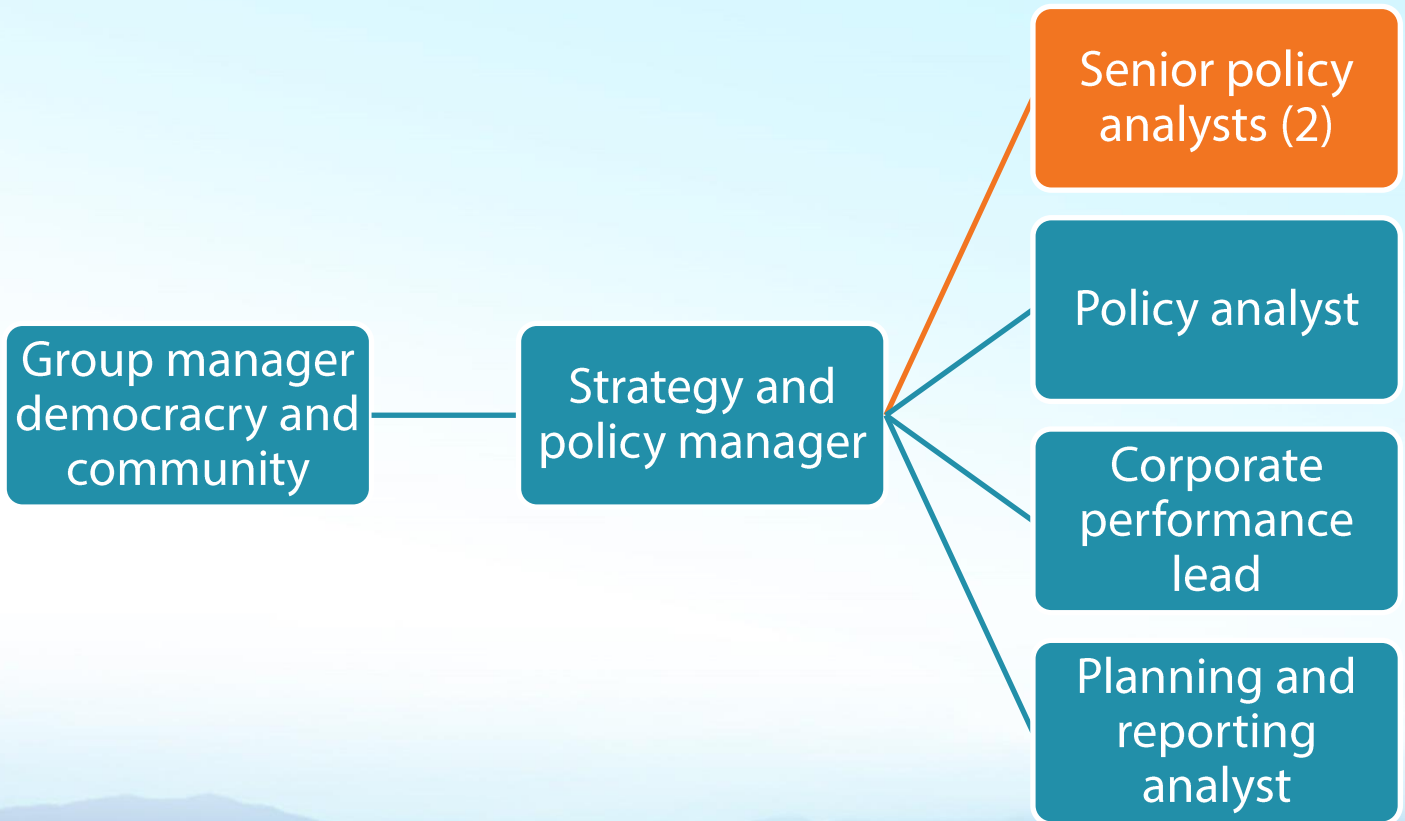
KNOWLEDGE EXPERIENCE & SKILLS

- extensive knowledge and experience in leading strategy development, bylaw, policy and legislative functions within political environments
- breadth of experience in developing, implementing and delivering organisational strategy with success
- confident in engaging with a variety of stakeholders across all levels, with excellent verbal and written communication skills that facilitate the establishment of credible and constructive working relationships with senior executives and elected members
- understand big picture thinking and operationalising of such
- ability to source and analyse data, reports and trends to draw relevant, robust conclusions
- ability to assimilate technical information quickly and repackage it into audience appropriate language
- a broad understanding and perspective of the local government environment and service delivery
- understand the concept of people, places and spaces in strategy and policy development in the local government environment
- understand the externalities, influencers and future disruptors in relation to mega, macro and micro trend issues
- well developed organisational and time management skills, with the ability to work well under pressure, and prioritise to meet critical deadlines
- ability to influence and engage stakeholders in change initiatives
- have an empathy and understanding of others point of view
- have the energy and desire to drive change and support others to be innovative, soar high and reach their potential



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

