POSITION DESCRIPTION

Effective from: 30 May 2018

Position Title	**Manager Policy and Planning**
Reporting To	**Director Policy, Planning and Resource Management**
Directorate	**Policy, Planning and Resource Management**
Location	**Dunedin**
Supervising	**Policy and Planning Staff (11 staff)**
Financial responsibility	**Responsible for a budget of approx. $2.8m (2018/19 budget)** **Able to approve operational expenditure up to $5,000**

Purpose/Scope
The purpose of this position is to lead the Policy and Planning team, oversee the development of policies, strategies and plans, contribute to a range of projects across the organisation, and provide advice and support to the Director Policy Planning and Resource Management. Scope of Role: Council's functions under s.30 of the RMA, the LGA, Biosecurity Act and any other relevant legislation.

Results Area	Activities	Expected Outcome
Strategies, Policies and Plans	Leading and influencing the effective and efficient production and review of policies, plans and strategies. Ensure that Council is provided with robust technical advice that reduces opportunities for litigation. Collaborating internally to ensure a strategic view is taken on policy and plan development. Ensure all Council strategies, policies and plans are appropriately integrated with each other.	• Timely and effective development, review and implementation of strategies, policies and plans. • Statutory and internal deadlines are consistently met. • Policies and plans are compliant with legislative frameworks and give effect to relevant national legislation/policy. • Decision makers on plans can deliver robust and defensible decisions. • Policy, strategy and plans are well thought through, with particular regard given to operational effectiveness in the context of consenting and compliance activities. • Appropriate integration evident in all planning outputs.
Leadership	Coaching, mentoring, supporting and enabling staff to achieve agreed	• Staff have opportunities to develop and grow.

Results Area	Activities	Expected Outcome
	outcomes, and grow and develop in their roles. Maintaining a team environment that fosters and develops effective working relationships and a high-performance culture. Provide support, guidance and advice to team members required to present at Council. Lead and participate in a culture of 'continuous feedback,' holding regular performance 'catch-ups' with individual members of your team.	• ORC reliance on consultants reduces consistently over time. • Staff feel supported to think 'outside of the box,' seek innovative solutions and challenge the 'status quo.' • A team that is known for their positive, collaborative working style that other teams want to support. • Champion expected behaviours and 'lead by example'. • Staff presenting externally are confident in their abilities, having received constructive feedback. • Feedback provided to team members on their performance is provided regularly, and in a constructive manner. • Performance issues are identified and rectified early, dealt with at the lowest appropriate level.
Customer Service/ Community Engagement	Work effectively with the Stakeholder Engagement team to ensure fit for purpose engagement plans are developed and implemented. Continually monitor and improve systems, methods, efficiency and the quality of services provided to customers, both internal and external to the organisation. Prepare and present, as required, to Council on plans, policies and related matters falling within the scope of the role. Participate in public forums as appropriate.	• A culture of community engagement and excellent customer service is evident in your actions, and those of your team. • Community stakeholders feel as though their inputs are considered, and they are kept informed on Council policies and plans that may affect themselves/their operations. • Information is easily accessed, and technical specifics are communicated appropriately to their audience. • Staff in your team are encouraged and supported to be innovative and share new ideas. • Presentations are succinct, engaging and tailored to their audience. • Questions resulting from presentations/forums are answered or referred as appropriate.
Planning, Reporting and Budgeting	Timely input is provided to Annual Plans, Long Term Plans, Annual Reports, and Opal reporting. Budgets are prepared, managed and reported on as required.	• Clear, concise planning and reporting. • Reporting is completed within the designated timeframe, and consistently kept up-to-date. • Position holder maintains a thorough understanding of the

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	Provide advice to the Director on the implications of ORC policy, plans, strategies. Provide advice to the Director on discussion documents and policies of other agencies and government bodies, and of proposed legislative changes as relevant. Where appropriate external submissions are coordinated accordingly. Continually monitor and review 'risk' and recommend remedial action accordingly.	budget for the work you are responsible for, and an ability to explain any variances. • Any foresight on potential variances is communicated to the Director for appropriate action. • The Director PPRM is able to make an assessment regarding escalation to CE, ELT, and elected members. • Director is informed of relevant documents that could impact on ORC. • Submissions are produced in a timely manner. • A "no surprises' approach to risk management. • Judgements are sound and executed in a timely manner.
Other Duties	Contribute to the flexibility, agility and adaptability of your team and the wider organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. Act as a role model for the Otago Regional Council in all that you do. Act in the role of Director PPRM as required.	• A positive response to requests for assistance in own and other areas, demonstrating adaptability and willingness. • Work is produced that complies with ORC processes and reflects best practice. • Questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
Professional and Career Development	Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.	• Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • A minimum of two performance related meetings [outside of the formal review process] annually.
Health & Safety	Champion, support, implement and adhere to H&S policies and procedures, in collaboration with the H&S Advisor. Champion a culture that supports and maintains 'Doing Safety Differently',	• H&S policies and practices and other related policy and initiatives are complied with to keep yourself and others safe in the workplace. • Works in a safe manner at all times to avoid personal injury to self and others.

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	environmental and sustainability practice and management. Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes, ensuring safety. Contribute to the identification and minimisation of organisational risks and compliance issues.	• Accidents and near misses reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn at all times within the workplace, as required by ORC/legislative policy.

Relationships

- Director Policy, Planning and Resource Management
- Managers who have input into policy, strategy and plans, particularly the Manager Consents, Manager Science and Manager Compliance (in terms of regulatory effectiveness)
- All staff
- Consultants, contractors
- Territorial Authorities and other Regional Councils
- Iwi
- Government organisations
- Community groups
- Media
- Ratepayers and residents
- Elected members

Qualifications/Experience/Knowledge/Skills

Essential to have the following:

- Proven success in leading teams to achieve results
- A relevant tertiary qualification in planning, public policy, management or social science
- Experience in strategy, planning and policy development processes
- Ability to undertake research and distil relevant information to support policy development
- Project management experience, and able to use a variety of PM tools and frameworks
- Familiarity with the local government environment
- Ability to present information (complex and technical) to Council, Iwi and to other stakeholders of Council in a variety of settings including public forums
- Skilled in facilitating external and internal workshops/meetings
- Computer savvy.

Desirable to have the following:

- Eligibility to become a member or already a full member of NZPI
- Knowledge of Te Ao Māori and tikanga Māori

Personal Attributes

Essential to have the following:

- Exemplary leadership capability with a focus on coaching, mentoring supporting and enabling staff to achieve and be the best they can be
- A clear sense of ownership and accountability

- A focus on delivery and achieving outcomes
- Ability to develop good working relationships internally and externally
- A collaborative approach in working across the organisation
- Influencing, brokering and negotiating skills that achieve win-win outcomes
- A high level of emotional intelligence (especially empathy, patience and tact)
- A broad strategic focus and strong organisational skills
- The capacity and capability to provide high level advice
- Comfortable working with people from all walks of life and at all levels of an organisation
- The ability to delegate effectively
- A strong customer focus including the ability to develop solutions that provide 'value for money'
- Excellent communication and relationship management skills
- The ability to 'translate' data and policy speak into information that the ordinary person can relate to
- An openness to innovation and creativity
- The flexibility and agility to take on new responsibility and lead organisational change
- A high level of personal resilience
- Ability to work in a complex work environment, deal with ambiguity and across functions
- A positive, can-do attitude.

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.