

POSITION DESCRIPTION

Effective from: December 2020

Position Title	Policy Analyst – Urban Development
Reporting To	Team Leader - Urban Growth and Development
Directorate	Strategy, Policy and Science
Location	Dunedin
Supervising	N/A

Our Organisational Values and Behaviours

Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> ▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness 	<ul style="list-style-type: none"> ▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work 	<ul style="list-style-type: none"> ▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership 	<ul style="list-style-type: none"> ▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all 	<ul style="list-style-type: none"> ▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why' ▪ Solution focused 	<ul style="list-style-type: none"> ▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The purpose of this position is to:

- Contribute to the development of an ORC urban development strategy for Otago,
- Contribute to the development of policy, spatial planning and monitoring frameworks alongside TAs and other partners and stakeholders consistent with the National Policy Statement for Urban Development.

Results Area	Activities	Expected Outcome
Policy Development	<p>Assist the development and delivery of robust solutions for local and national issues, with a particular focus on urban development, growth and management.</p> <p>Participate in and lead policy formulation with fellow staff, technical experts, councillors, iwi, stakeholders and the community.</p> <p>Draft policy and planning</p>	<ul style="list-style-type: none"> • Council are able to understand the policy approaches and supporting evidence being recommended by staff. • The advice recommended ensures the organisation adheres to our statutory obligations under relevant legislation, including the NPS- UD. • The community is engaged in developing appropriate , practical outcomes for urban development.

	<p>documents, in collaboration with fellow staff, technical experts, councillors, iwi, stakeholders and the community.</p> <p>Present to Council, or in public forums, on relevant matters.</p>	<ul style="list-style-type: none"> • Policy is robust, lawful and able to be implemented effectively.
Relationships and Influence	<p>Establish and maintain cross divisional and external relationships.</p> <p>Contribute toward positive trust based relationships with the Governance arm of Council.</p> <p>Contribute to formal and informal meetings, workshops and other means for engaging with people and communities.</p>	<ul style="list-style-type: none"> • Other divisions understand the value that Policy and Planning can contribute to their work. • Relationships with external stakeholders are built on trust and integrity. • The position holder is developing relationship with peers around New Zealand and is comfortable engaging with them.
Project Management	<p>Active contributor in a project, and/or contribute toward major projects with other staff.</p> <p>Assists with divisional reports on projects.</p>	<ul style="list-style-type: none"> • Team Leaders are kept up-to-date with the milestones and timelines for projects the position holder is leading and/or contributing to. • Projects are appropriately resourced, and meet all requirements including being legally sound, considered appropriate by Governance, and supported by technical and /or scientific evidence where relevant. • Agreed project outcomes are achieved for projects the position holder is responsible for. • Any significant exceptions to work projects the position holder is responsible for are reported to the Team Leaders as they arise with the likely effects and options for resolution identified. • Manager and Team Leaders are advised early of significant success or potential project failures.
Other Duties	<p>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.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with ORC processes and reflects best practice.

	<p>Act as a role model for the Otago Regional Council in all that you do.</p>	<ul style="list-style-type: none"> • Where you are unsure, questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
<p>Professional and Career Development</p>	<p>Identify, in conjunction with your manager, identify areas for both personal and professional development, in line with your career development plan.</p> <p>Retain and improve familiarity with relevant resource management and related legislation, case law and planning practice.</p> <p>Undertake relevant professional and technical training.</p>	<ul style="list-style-type: none"> • 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. • Relevant technical material is applied appropriately in policy drafting and planning processes. • Training is undertaken in accordance with an agreed personal and professional development programme.
<p>Health & Safety</p>	<p>Champion, support, implement and adhere to H&S policies and procedures, in collaboration with the H&S Advisor.</p> <p>Champion a culture that supports and maintains 'Doing Safety Differently', environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes, ensuring safety.</p> <p>Contribute to the identification and minimisation of organisational risks and compliance issues.</p>	<ul style="list-style-type: none"> • 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. • 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

- Policy team members
- Team Leader – Urban Development
- Manager Policy and Planning
- General Manager, Science, Policy and Strategy
- Other ORC team members
- ORC Councillors
- Territorial authority staff
- Iwi authorities
- Key stakeholders, including central government agencies, industry and special interest groups, consultants and technical experts
- Community

Person Specification

The expertise and competencies required for a person reach full competency in the role.

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A tertiary qualification or equivalent level of relevant work experience in environmental management/ resource management/urban development 	<ul style="list-style-type: none"> • Experience leading a large or complex project, or project management training. • Membership of a relevant professional organisation (e.g. NZPI)
Experience	<ul style="list-style-type: none"> • 3+ years' experience in a similar role, ideally within a local or regional council environment. • Knowledge and understanding of urban development issues, including social science and/or infrastructure and /or development economics. • Knowledge of the Resource Management Act 1991, • Experience with consent or plan development processes, or spatial planning; • Experience in community consultation, • Experience in maintaining effective relationships with diverse range of people and organisations. 	<ul style="list-style-type: none"> • Experience in development of policy, drafting, and plan-making under the Resource Management Act 1991 • Experience in presenting in public forums • Research, data analysis, translation and presentation skills, including utilising GIS or other statistical or visualisation tools
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent written, oral and presentation skills. 	<ul style="list-style-type: none"> • Knowledge of te Ao Maori and te Reo
Personal Qualities	<ul style="list-style-type: none"> • A positive, outgoing and can-do attitude • Solution focused, and able to think outside the box • Team player, and able to work independently • Someone who enjoys building effective relationships. 	

	<ul style="list-style-type: none">• A strong customer focus• Enthusiasm for the policy/planning process.• Self motivated• Enjoyment of challenge and change.• Comfortable receiving constructive feedback.• Prepared to work outside normal hours as reasonably necessary to fulfil the requirements of the position.
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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 and business needs.