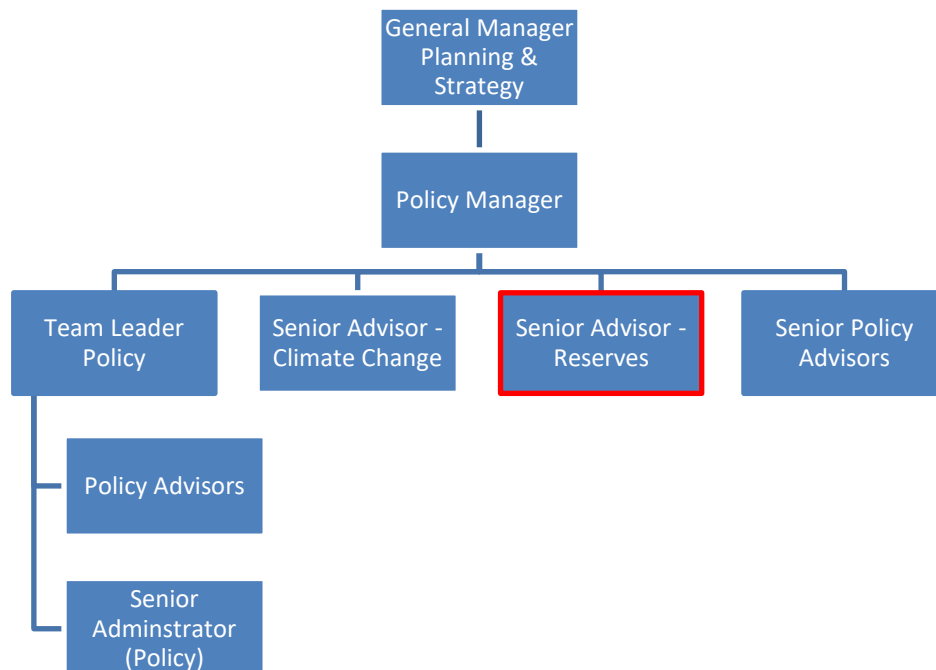


SENIOR ADVISOR - RESERVES

POSITION INFORMATION

Group	Planning and Strategy
Team	Policy
Reports to	Policy Manager
Direct Reports	NA
Primary Location	12 Taniwha Street and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	\$Nil

TEAM STRUCTURE



POSITION PURPOSE

To provide the Executive Team and Council with advice on the development and interpretation of Council policy in relation to reserves. This includes:

- Helping Council to fulfil its legislative responsibilities with respect to decision making, policy development, reporting and accountability
- Developing Council's policies and plans from inception to adoption
- Coordinating the input from other disciplines into the policy development process
- Evaluating the effectiveness and, where necessary, reviewing Council's policies and plans
- Mentoring the policy advisors in the team
- Supporting the policy manager in the planning for and delivery of the team's business plan

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Strategy Formulation	<ul style="list-style-type: none"> • Assisting Council to identify challenges and desired outcomes for the district and to formulate appropriate strategies • Identifying legislative changes and new or emerging issues that may affect Council's strategic direction or capability and co-ordinating Council's response
Policy Development	<ul style="list-style-type: none"> • Developing or amending Council's externally focused policy, as it relates to reserve matters, including: <ul style="list-style-type: none"> • The long-term plan • The district plan • Open space and recreation facilities • Reserve management plans • Regulatory policies (including bylaws) • Financial and corporate policies • Implementing processes to ensure that all legislative requirements associated with policy development are complied with • Representing Council as a technical expert in hearings and other inquiry processes
Project Management	<ul style="list-style-type: none"> • Managing and coordinating projects in an effective manner to achieve agreed outcomes • Co-ordinating the input of a range of different disciplines into the policy development process including input from those responsible for implementing the policy • Leading and facilitating internal working groups/project teams. • Monitoring the performance and workloads of team member(s) to ensure that objectives are met. • Supervising contractors when policy work is outsourced • Peer reviewing reports, policies and processes to ensure consistency and quality
Communication, Advocacy and Advice	<ul style="list-style-type: none"> • Providing clear, concise and consistent guidance to Councillors, Council staff and other key stakeholders on relevant legislation and other related policy matters • Maintaining systems to ensure that Council and the community have access to all current Council policies

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> When developing specific policies: <ul style="list-style-type: none"> Identifying the level and extent to which the community should be involved Working with the Community Engagement and Communication Teams to develop processes for engaging the community Implementing community consultation in accordance with these processes Co-ordinating Taupo District Council's response to policy initiatives from regional councils, Central Government and other bodies.
Leadership and Team Performance	<ul style="list-style-type: none"> Initiating continuous improvement of operating systems and quality control procedures Operating within approved allocation of expenditure Assisting the Policy Manager with the development of a Business Plan Preparing estimates and inputs to the long-term plan and annual plans and reporting performance Mentoring policy advisors in the team
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing Take responsibility for your own health and safety Ensure your own actions keep yourself and others safe Identify, report and assist to eliminate hazards/risks in workplaces Participate in local workplace safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Policy Team The Executive Team Policy Manager Other Council Staff Elected Members 	<ul style="list-style-type: none"> Tangata Whenua Central/Local Government Organisations Community Interest Groups General Public Professional Service Advisors/Consultants

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Recognised qualification in the field of public policy and/or planning 	<ul style="list-style-type: none"> • Post graduate qualification in public policy and/or planning • Eligible for (full) membership of the NZ Planning Institute

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • 5 years post graduate work experience in public policy and/or planning • Knowledge of the Local Government Act 2002, Reserves Act 1977 and other local government legislation 	<ul style="list-style-type: none"> • 10 years post graduate work experience in policy development

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Policy development/planning and research • Interpersonal skills • Written and oral communication • Project management • Political Awareness • Strategic Awareness • Presentation skills 	<ul style="list-style-type: none"> • Leadership skills • Facilitation skills

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		