

## Job Description

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**Position Title:** **Senior Policy Advisor – Climate Change**  
**Reports to:** Strategic Planning Manager (or designated Team Leader)  
**Hub:** Strategy and Science  
**Section:** **Strategic Planning**

## Community Outcomes

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Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

## Our Vision

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## Our Values

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**People** are at the **Heart** of **Everything** we do  
we are **Kind, Honest** and **Helpful**  
we do **What we say** we're going **To do**  
we **Work Together** to achieve **Better Outcomes**  
we are **Guardians** of our community's **Future**

## Strategic Objectives



## Hub Chart



## Purpose of the Position

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### **Role of Strategy and Science**

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving the high-level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district.

This is achieved through the delivery of a community planning and resource management planning functions, as well as supporting integrated policy and cross-portfolio strategy development across the organisation. This Hub provides specialist skills in strategy and policy, science, environmental monitoring, multifunction project management and/or economic development.

Strategy and Science's contribution is our programme management of key planning and strategy documents, and scientific evidence that contributes to producing and supporting this work.

### **Role of Strategic Planning Team**

The statements in Council's vision, community outcomes and strategic priorities are intended to be aspirational statements about the general direction of the range of activities that Council is involved in.

It is the role of the Strategic Planning team to give meaning to the priorities and strategic framework. We use and develop tools such as strategies, plans, bylaws and projects to provide the link between our aspirational statements, our direction, and our operations (what we need to do on the ground).

### **Role of Senior Policy Advisor – Climate Change**

Reporting to the Strategic Planning Manager, the principal purpose of this role is to ensure the organisation contributes significantly to Council's strategic framework, with a focus on ensuring that climate change and its implications are supported.

The Senior Policy Advisor role will have a focus on the climate change work programme. They will also work across a range of strategy and policy areas and will have an important role in liaising with the community and other partners to deliver on strategy and policy initiatives.

The climate change work programme will drive Council to become more climate-resilient, reduce our emissions, and be recognised as a regional climate change leader. Climate change will impact all areas of our business and our strategies, plans and policies need to enable an evidence-based transition to a climate-resilient and low-emissions future. This role will be a climate change expert in our organisation and will work across the entire Council operations driving a robust climate change work programme.

At a Senior Policy Advisor level it is expected that the incumbent will assist in mentoring junior staff and actively identify strategic gaps in the work programme to further develop good practice in the development and implementation of strategy and policy.

## Primary Functions

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### **1. Health, Safety and Wellbeing**

- Model a culture of safety and wellbeing for your staff;
- Take responsibility for your own health and safety;
- Ensure own actions keep self and others safe;
- Identify, report and assist to eliminate hazards in work place;
- Participate in training and development related to HS&W as required;
- Ensure rest breaks are taken and annual leave entitlements utilised;
- Ensure compliance under health and safety legislation and Council H&S procedures.

### **2. Strategy and Policy**

- Develop high quality strategy and policy advice to Council;
- Lead large and/or complex policy projects from initiation to project completion;
- Advise on the development and review of Council strategies and policies to achieve its strategic direction, ensuring all advice meets statutory requirements;
- Prepare submissions and advocate to central government on issues related to promoting or affecting the Gisborne District;
- Keep the Strategic Planning Manager, the Senior Management Team and Council staff updated on strategic and local matters through clear, accurate and timely reporting;
- Assist with monitoring and reviewing strategies and policies;
- Provide professional advice, support, education and information to internal staff and external stakeholders on Council's strategy and policy.

### **3. Climate Change**

- Develop an adaptation and mitigation framework for Tairāwhiti and Council;
- Coordinate and lead Council's engagement with the community about the effects of climate change on them and their city, leading to climate change adaptation and community futures discussions;
- Build understanding of climate change impacts through presenting complex technical issues simply, clearly and concisely;
- Maintain an extensive professional knowledge of climate adaptation and mitigation, impacts, current trends, central government initiatives and relevant legislation;
- Implement a strategic approach to climate adaptation by working with colleagues across the organisation to align climate change response in Council planning processes and work programmes;
- Assist in undertaking local and regional level climate risk and vulnerability assessments.

### **4. Implementation Programmes and Projects**

- Deliver specific programmes or services to implement Council's strategy and policy work programme;
- Evaluate Council strategy and or policy initiatives to determine effectiveness;
- Proactively seek out practical opportunities to make a tangible difference in delivering Council's community outcomes;
- Assist with event coordination for Council-funded events in collaboration with other sections of Council.

### **5. Relationship Management**

- Lead or assist with (as directed) the brokering of key relationships, partnerships with communities, agencies, and other key external parties;
- Ensure integration and collaboration are part of Council's approach to delivering its work programme and working with others in planning and delivering Council activities;

- Work collaboratively with Council staff and the community in planning and delivering Council activities;
- Establish and maintain strong networks across Council and with key stakeholders who contribute throughout the policy process;
- Ensure complaints and enquiries are dealt with promptly and thoroughly;
- Approach tense or difficult situations with the intention of reaching a win-win solution.
- Secure support for policy initiatives from other staff;
- Present verbal and written information to a range of audiences in a range of forums in a clear and compelling manner;
- Provide accurate and timely information to individual enquirers and Council staff on policy matters.

## **6. Community Engagement**

- Consult and engage with the community and tangata whenua in a timely and meaningful way to ensure that Council's strategies and policies are relevant to community needs;
- Partner with Māori in a mutually appropriate way to address their community development interests and aspirations;
- Be a key contact for township plans and designated community organisations;
- Be responsive to initiatives arising from the community.

## **7. Teamwork/Corporate Responsibility**

- Actively participate in team wide initiatives;
- Adhere to Council financial policies and procedures;
- Demonstrate high standards of professional and ethical conduct;
- Assist with implementing the team work programme and associated plans;
- Identify own training needs and professional development opportunities;
- Provide timely and accurate reports to the Strategic Planning Manager on tasks, projects and performance;
- Follow Council's policies and in work activities and decisions;
- Look for innovations and process improvements that can make positive impacts to workflow and our community;
- Provide constructive feedback to colleagues and your Manager/Team Leader;
- Demonstrate commitment to learning and development of knowledge, identifying any training needs with your Manager/Team Leader.

## **7. Promoting a culture of diversity and inclusion, respect and understanding:**

- Build awareness and understanding of Tangata Whenua/Māori in our region;
- Contribute positively to opportunities to interact and develop relationships with Māori;
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context;
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes;
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work;
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people;
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others;

- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

## Competencies

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### Academic / Professional

#### *Essential:*

- Tertiary degree relevant to strategy and policy development, climate change, social or physical science, resource management or a related discipline.

#### *Desirable:*

- Post-graduate qualification in strategy and policy development, climate change, social or physical science, resource management or a related discipline.

### Skills / Knowledge

#### *Essential:*

- Working understanding of local authority decision making processes and the governance: management interface;
- A creative and innovative approach to problem solving;
- Strong written communication skills and an ability to communicate complex written information to a range of audiences;
- The ability to persuade, facilitate and influence the resolution of issues;
- Knowledge of best practice strategy and policy development techniques and well-developed research and analysis skills;
- Demonstrated ability to successfully manage large and/or complex policy projects.
- Firm understanding of Te Tiriti o Waitangi (Treaty of Waitangi) as it related to policy development;
- Demonstrated time and priority management skills;
- Knowledge of and experience in best practice community engagement;
- Demonstrated experience in climate change planning, adaptation and/or mitigation;
- Ability to think conceptually, identifying and understanding the impacts and relevance of climate change in a wider context;
- Proficiency in using MS Office tools, social media and other office-related technology.

#### *Desirable:*

- Practical understanding of tikanga Māori;
- Demonstrated experience in organisational change management to reduce emissions or adapt infrastructure to become climate-resilient;
- Particular skill and/or experience in relevant local government disciplines.

### Work Experience

- Minimum of 6 years' experience in policy development.

## Expected Behaviours

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- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines

- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



## Additional Responsibilities

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The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate – isolate – minimise.

## Relationships

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### External:

- Government departments.
- Tangata whenua – iwi and hapū.
- Industry, commercial groups and land owners.
- Interest groups and non-government/community organisations.
- Members of the public
- Other local authorities

### Internal:

- Chief of Strategy and Science.
- Senior Management Team.
- Strategic Planning Manager.
- Strategic Planning Team
- Te Kai Arataki Tuia Whakapakari
- Engagement Team.
- Other Council teams
- Mayor and Councillors

# Approval / Sign-off

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Dated

**Position Holder:**

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Name

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Signature

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Dated