

POSITION DESCRIPTION

Position: **Senior Policy Analyst**

Team: Business Projects

Group: **Strategy**

Responsible To: **To Be Confirmed**

Responsible For: **Nil**

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Strategy Group. The group includes Strategy & Policy Development, Strategic Reviews, Strategic Projects, Economic Development, and Long-Term Plan & Annual Plans

The purpose of the position Senior Policy Analyst is to provide high-quality analysis and strategic advice on complex local government policy issues, ensuring that policies are evidence-based, future-focused, and aligned with community needs. This includes:

- **Conducting strategic analytical reviews to assess policy and strategy effectiveness, value for money, and long-term sustainability of Council activities and initiatives.**
- **Developing strong working relationships across Council business units and with external stakeholders, including central government agencies, iwi/Māori representatives, community organisations, and industry groups.**

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Policy - Assess, Develop and Advise

- Lead complex policy projects, including defining the problem, developing options, assessing & analysing options against criteria, and making key recommendations.
- Lead the research, development, and implementation of policy initiatives in key local government areas such as housing, infrastructure, economic development, and environmental sustainability.
- Provide clear, accurate and high-quality policy advice to senior leadership, elected officials, and external partners based on robust evidence and stakeholder insights.

- Monitor legislative changes, emerging trends, and best practices to ensure local government policies remain relevant and effective.
- Undertake impact assessments and risk analyses to inform decision-making processes.
- Make sound judgements on controversial or critical issues using the best available data and information.
- Conduct value-for-money reviews to assess the efficiency, effectiveness, and affordability of local government policies, programs, and services.
- Prepare reports, briefings, discussion papers, and submissions on policy matters for Council meetings and external groups.
- Support consultation processes, including public engagement and feedback mechanisms, to ensure inclusive and transparent policy and strategy development.
- Provide advice and support to business units, contributing to the development of a high-performing policy oversight across Council.
- Contribute to the development and ongoing oversight of the Long-Term-Planning (LTP) process.

Partnerships, Relationships & Represent Council

- Engage with internal and external stakeholders, including government agencies, iwi/Māori representatives, businesses, and community groups, to gather input and build consensus on policy and strategic direction.
- Lead and deliver engagement and consultation activities related to policy development.
- Participate in and present Council, committees, joint working parties or project teams as required.
- Identify and stay aware of relevant internal or external issues and risks.

Important Functional Relationships

External

- Stakeholders
- Ratepayers
- Residents
- Government Organisations
- Community Groups
- Iwi
- Consultants
- Contractors
- Territorial Authorities

Internal

- Leadership Team
- Democracy & Emergency Management Group
- Planning & Regulatory Group
- Community Wellbeing & Services Group
- Marketing & Communications Group
- Infrastructure
- Waste, Parks & Cemeteries
- Office of the Chief Executive
- Elected Members

Committees/Groups

- Where applicable

Person Specification

Qualifications

Enrolled in and/or currently undertaking or willing to undertake learning in:

- A relevant tertiary qualification in public policy, law, economics, political science, urban planning, or a related field.
- 10+ years' experience in policy analysis, preferably within a local government or public sector context.

Knowledge/Experience

Has previous experience and or knowledge of:

- Demonstrated background in policy analysis, development, and implementation, ideally within a local or central government setting.
- Excellent research, analytical, and problem-solving skills, with the ability to synthesize complex information and provide clear recommendations.
- Strong understanding of legislative frameworks, regulatory processes, and the role of local government.
- Experience in conducting value-for-money assessments and cost-benefit analyses to support evidence-based decision-making.
- Exceptional written and verbal communication skills, with experience preparing policy documents, reports, and presentations.
- Proven ability to engage effectively with diverse stakeholders and facilitate meaningful consultation processes.
- Ability to work independently and collaboratively in a fast-paced, politically sensitive environment.
- A working knowledge of the principles of the Treaty of Waitangi and the implications of these for the work of Council.

Key Personal Competencies

- Strategic thinking and ability to assess complex policy issues.
- Understanding of the political environment.
- Communication and influence.
- Problem solving and innovation.
- Collaborative and demonstrates leadership.

Personal Attributes

- Personal resilience, adaptability, and engagement.
- The ability and willingness to work collaboratively with others.
- A team player who understands value of team.
- A passion for excellent performance and customer service.
- A strong public service ethic.
- A strong sense of humour.
- Honesty and integrity.