

POSITION DESCRIPTION

TITLE: Principal Policy Advisor	VACANCY NO: <i>(applicable for recruitment only)</i>
UNIT: Office of the Mayor and Chief Executive	GROUP: Strategic Policy & Performance
REPORTS TO: Head of Office of the Mayor and Chief Executive	DIRECT REPORTS: Nil
LOCATION: Any Council Location	DATE: November 2021

Purpose of the position:

The purpose of this role is to support the Mayor and Chief Executive to fulfil their statutory community, Council and policy leadership roles by supporting the Chief Advisor in providing high quality research, analysis and advice, and engaging and communicating effectively.

On a portfolio basis, the position will:

- Provide strategic, commercial, and tactical advice to the Mayor and Chief Executive
- Lead programmes of work, including special projects, for the Mayor and Chief Executive
- Maintain an overview of relevant Council and Committee papers and agendas, keeping the Mayor and Chief Executive informed
- Maintain oversight of relevant policy development and delivery

General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policy.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Christchurch City Council policies and processes.
- Be associated, as required, with CIVIL DEFENCE or any exercise that might be organised in relation to this council function.
- Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Key Areas Of Accountability

Leadership	<ul style="list-style-type: none"> • Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. • Role models our shared values • Support the Chief Advisor in leading the provision of strategic advice and support to the Mayor and Chief Executive and managing relationships internally and externally. • Share knowledge and expertise, and review the work of others, actively supporting quality control.
------------	--

Key Areas Of Accountability

<p>Provision of High Level Advice</p>	<ul style="list-style-type: none"> • Gain clarity from the Mayor, Council and Chief Executive (CE) on desired outcomes and scope, and appetite for risk, in order to shape new policy directions and programmes and mitigate any ambiguity in commissioning. • Provides strategic, commercial, and tactical advice on organisational matters on a portfolio basis • Applying expert knowledge to shape the policy debate by sharing and influencing thinking across the organisation, based on: deep understanding of the aspirations and priorities of the Mayor, Council and CE; the Community Outcomes framework; and the corporate and legislative responsibilities of the Council. • Anticipate, and respond to, issues raised by the Mayor and CE with: insightful analysis; free and frank, compelling advice timed to have the greatest influence; recommendations or direct action as appropriate. • Supporting the Mayor and Chief Executive's leadership by providing advice on the choice and feasibility of policy instruments and interventions, and on delivery roadmaps that allow for adjustment in response to changing circumstances. • Provides high-quality and trusted advice to the Mayor and CE on the execution of Council strategy, delivery of key leadership and organisational priorities, and urgent or emerging issues. • Ensure the Council's priorities, desired outcomes, scope, and appetite for risk is reflected in advice and new policy directions and programmes. • Apply solid subject matter knowledge of relevant policy and strategic issues, and advance others' understanding by sharing and influencing thinking across the organisation. • Write high quality, plain English, persuasive advice with a clear purpose that puts the decision in context and tells a coherent story. • Prepare briefing notes, discussion papers, speech notes, public statements and verbal advice for the Mayor and CE as required.
<p>Project Management</p>	<ul style="list-style-type: none"> • Lead others through simple and moderate projects and make other contributions to broader work streams and processes, including programmes such as long term planning, capital programme governance, legislative change, machinery of government, and business case development. • Apply fit-for-purpose project management discipline to manage risk and issues, conflicts, timelines, resourcing and deliverables.
<p>Policy Implementation</p>	<ul style="list-style-type: none"> • Support the Mayor and Chief Executive's policy leadership by providing advice on the choice and feasibility of policy instruments and interventions, and on delivery roadmaps that allow for adjustment in response to changing circumstances.
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Work closely with General Managers, Heads of Units, Managers, internal stakeholders and subject matter experts as needed to access information. • Develop and maintain effective internal and external networks and information flows to ensure the Mayor and CE are fully apprised on relevant issues. • Manage relationships with Councillors, the Mayor, external stakeholders, the CE and senior Council employees in a sensitive and discreet manner. • Reliably represent and advocate the interests across the Council and with external stakeholders once a decision has been taken and work with others to ensure it is implemented enthusiastically.

Key Areas Of Accountability	
Health & Safety	<ul style="list-style-type: none"> Responsible for keeping yourself and others safe while at work, complying with Council health and safety systems and wearing protective clothing and using equipment provided.
Budget	<ul style="list-style-type: none"> Accountable and responsible for managing a budget of \$ Nil
Delegations	<ul style="list-style-type: none"> Delegated authority is as per the Register of Delegations on the Christchurch City Council website

Key Relationships/Customers:	
Internal	Nature of the Relationship
Chief Advisor Policy	Reports to
Mayor	Provide advice and support to
Chief Executive	Provide advice and support to
Councillors	Provide information to
Executive Leadership Team	Liaison, advice, support and information sharing
Senior Leaders	Liaison, advice, support and information sharing
Public Information and Participation Unit	Liaison, advice, support and information sharing on communications
External	Nature of the Relationship
Central Government Ministers and others Members of Parliament	Liaise with via Offices and provide information, where required from the Mayor or Chief Executive
Other government agencies	Liaise with and provide information
Senior Executives, Business Leaders in external organisations	Liaison and provide information
External	Liaison and provide information

Formal Qualifications and Training	Required	Desirable
Post graduate qualification in a policy related discipline or other qualification with extensive relevant experience	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
Minimum 7 years' experience in the preparation of policy advice and conceptual and strategic planning in local or central government	✓	
Proven experience in policy, research or advisory work in local or central government context; has experience in moving from a 'great idea' to a workable solution and can improve capability and test new approaches	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
Experienced in, and conversant with political process and working in a political context; ability to build trust of decision makers by being responsive and aware while maintaining conventions of impartial free and frank advice	✓	
An understanding of the machinery of government (central and/or local) and a comprehensive understanding of applicable legislative frameworks	✓	
Strong analytical and critical thinking skills, resilient in the face of change	✓	
Well-developed stakeholder consultation, partnership management, and communication skills	✓	
Able to identify and condense key information and trends	✓	
Comprehensive knowledge of one or more areas of policy and analysis	✓	
A good understanding of policy implementation and the issues likely to impact on it	✓	
Experience with and understanding of public consultation processes	✓	
Excellent written and verbal communication skills; ability to write accurately and succinctly under pressure	✓	
Project management skills, including the ability to make judicious trade-offs between time, risk, quality and completeness	✓	
<p>Strategic Focus</p> <ul style="list-style-type: none"> Keeps up to date with Council and community activity that affects their role and the roles of others in their immediate team. Understands the services provided on behalf of Council are detailed in an Annual Plan and a Long Term Plan. Is aware of the need to consider community desires within social, economic, environmental and legislative constraints. Appreciates the need for long term strategies that steer the nature of the services Council delivers. 	✓	
<p>Focus on Results</p> <ul style="list-style-type: none"> Can be counted on to achieve goals successfully and safely. Monitors own progress and is willing to try different approaches in order to be successful. Is proactive in highlighting barriers which affect the delivery of services/results. Acknowledges others progress and success; giving feedback and credit where it's due. 	✓	
<p>Working Collaboratively</p> <ul style="list-style-type: none"> Co-operates to find solutions which achieve your goals and those of others. Asks others for their ideas and input. Helps others willingly and is willing to accept help. Gets to know people outside of their own team. 	✓	
<p>Communication</p> <ul style="list-style-type: none"> Engages with others; listening and showing respect for their input, suggestions and feedback. 	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
<ul style="list-style-type: none"> • Puts forwards suggestions, ideas and feedback. • Shares relevant information with colleagues. • Communicates clearly and constructively, verbally and in writing. • Considers their audience and adapts their communication accordingly. 		
<p>Embracing Change</p> <ul style="list-style-type: none"> • Identifies ways to improve daily activities/processes/tasks. • Accepts change as an organisational reality; responds helpfully and positively. • Understands how self and others react during change. • Supports colleagues though change. 	✓	

POSITION DESCRIPTION

How the position fits into the organisation:

