

JOB DESCRIPTION
June 2024

Title & Reporting Relationships

Position Title: **Principal Policy Advisor Climate Change, Climate Action and Connected Communities Team, Customer and Community Group**

Grade: SP20

Reports to: Manager Climate Action and Connected Communities

Direct Reports: 2 FTE

Delegated Authority **Human Resources:** This position holds a delegation at Level D

Purpose of the Group and the Position: **The Customer and Community Group**, comprises: Communication Engagement and Events; Climate Action and Connected Communities; Aquatics Facilities; Libraries; Parks, Open Space and Environment; and Creativity and Culture.

The Customer and Community Group is responsible for a significant portion of Councils' customer interactions, every day as people choose to use our facilities, services and programmes at swimming pools, libraries, museums, halls, parks, sports fields, ecological reserves, and events. This group connects communities to the services we deliver in supporting the everyday lives of residents and visitors to the district.

Within this Group and across the organisation, the Principal Policy Advisor Climate Change works within the Climate Action and Connected Communities team to provide evidence based and well supported policy advice and develops and delivers Climate Change Strategy/Policy/guidance across Council to support the delivery of the Council-wide work programme managing the effects of Climate Change.

The role provides strategic advice, oversight and leadership on Climate Change thinking and embedding in the organisation and with a high degree of influence to implement change. The role works across all four well-beings and council outcomes – social, economic, cultural and environmental and across all Council activities including governance advice.

Due to the nature and focus of this role, it requires a sharp minded approach, demonstrated research and strategic thinking, excellent influencing, communication and relationship management skills.

- Internal Customers:**
- Nil
- External Contacts:**
- Our iwi partners – Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Ōtaki
 - Regional Council, Regional Forums/working groups and other regional groups
 - Community groups, climate advocacy groups and organisations (e.g. professional, environmental, youth, older persons, ethnic, tourism, business, educational, and other)
 - Residents and ratepayers
 - Staff in other local authorities
 - Central government agencies and non-government agencies
 - Consultants/contractors providing services to Council

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

Leadership

The role of Principal Advisor is a senior position with a focus on overseeing the implementation of Council’s strategic Climate Change direction and overseeing embedding climate change principles and planning across the organisation. The role will:

- Bring a strong strategic nous and be able to lift a technical and complex discussion towards a community-impact perspective and discussion
- Support the Manager, Climate Action and Connected Communities to build and maintain a happy and high performing team.
- Provide the GM Customer and Community, GM Infrastructure Services and tier three Activity Managers (as relevant) with high quality advice on Climate Change issues, central government policy and targets impacting the Council and their activities
- Represent the Council in Climate Change forums and steering and working groups on regional and national level in a way that will contribute to the Council’s reputation for excellence and expertise
- Advocate the Council’s strategic position within the Wellington region and beyond
- Build strong and effective external and internal relationships, model the council values, demonstrate leadership, integrity and trust and gain the commitment and support of managers and staff to achieve the Council’s Climate Change outcomes and targets
- Support and provide Climate Change knowledge and advice to staff across Council to help develop their knowledge/ understanding of Climate Change

- Effectively manage the connection between developing the Climate Change Strategy/Policy package and the delivery of the cross Council work programme for the Long Term Plan/Annual Plan within corporate timeframes
- Lead/support (as required) submissions on government (central and regional) policy
- Be a role model for the delivery of consistent high customer service levels to internal and external customers.
- Actively and positively coach less experienced team members within the team to grow skills and improve performance
- Support an effective performance culture within the team

Technical

- Develop and deliver high-quality policy advice with regard to Climate Change and related Long Term Plan strategies/policies
- Provide leadership in engagement with external and internal stakeholders and manage community engagement with regard to Climate Change strategy/policy development
- Utilise academic, technical and scientific knowledge to research and keep up to date with the latest legislative requirements, regional, national and international data and trends with regard to Climate Change and other environmental policy
- Interpret and provide updates on Climate Change data across the Council.
- Manage Climate Change data and growth modelling requirements.
- Undertake to engage in working groups to provide a Climate Change lens in support of policy development initiatives, bylaw reviews and turning legislative requirements into operational policy
- Help other Council staff to incorporate Climate Change in their current work, connect this to the broader medium to longer term outcomes and the overall policy framework
- Have a thorough understanding of the strategic context in which the Council operates, and understand the priorities and perspectives of Elected Members, partner agencies and key external stakeholders.
- Provide robust policy advice on Climate Change across economic, social, environmental and cultural contexts within which the Council operates
- Ensure that Climate Change strategy/policy development is well founded within a strong evidence base and, in cases where the evidence base is sub-optimal, that the associated risks are well communicated.
- Provide strategic advice on Climate Change across Council in the context of the Council's long term plan, district plan, community outcomes statements and other Council strategies to shape the short, medium and long-term work programme.
- Work with Asset Managers to provide advice on Climate Change data and scenarios to ensure integration of climate change issues within asset management planning and alignment with Climate Change strategy/policy and Infrastructure Strategy
- Represent Council on and actively engage in regional and national Climate Change forums and working groups
- Advocate the Council's strategic position within the Wellington region and beyond.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

Our managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work

environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- At least 10 years relevant experience in a policy role as a recognised expert, or in an equivalent analytical role and graduate qualification (with strong preference to post graduate qualifications) in a relevant area of expertise (e.g. climate change/environmental management/analysis, science, public policy).
- Experience in a policy role with a particular focus on climate change adaptation or mitigation is preferred
- Proven ability to work under pressure and to work with ambiguity. This would include experience in taken long term and broader regional or national perspectives when making recommendations
- Effective influencing skills and the ability to negotiate effective outcomes
- Effective interpersonal skills with a demonstrated commitment to customer service and ability to work effectively with a wide range of people (internal and external).
- Intellectual ability, problem solving and analysis, decision making, management and design of complex projects.
- Some experience in local or central government, or working with local or central government if preferred
- Demonstrated expertise in project management – both methodology and practical aspects.
- Sound knowledge of policy frameworks and policy development processes.
- Effective communication skills both oral and written, and good presentation skills.
- Effective time management skills including ability to work effectively without supervision and collaboratively as an effective team member.
- Sound level of MS Suite applications (i.e. Word, Excel and Outlook).
- Ability to demonstrate a high level of motivation with initiative and be able to provide policy options which are both creative and pragmatic, and meet statutory requirements.
- Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.
- Understanding and awareness of tikanga Māori, Māori perspectives and issues relevant to Māori.
- A current and valid NZ Driver's Licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

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| Leadership | <ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance. |
| Legislative Compliance | <ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others). |
| Project Management | <ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. |

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| | <ul style="list-style-type: none"> • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with. |
| Customer Service | <ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality. |
| Teamwork | <ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers. |
| Financial Management | <ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation. |
| Monitoring and Reporting | <ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager. |
| Relationship Management | <ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style. |
| Information Management | <ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy. |