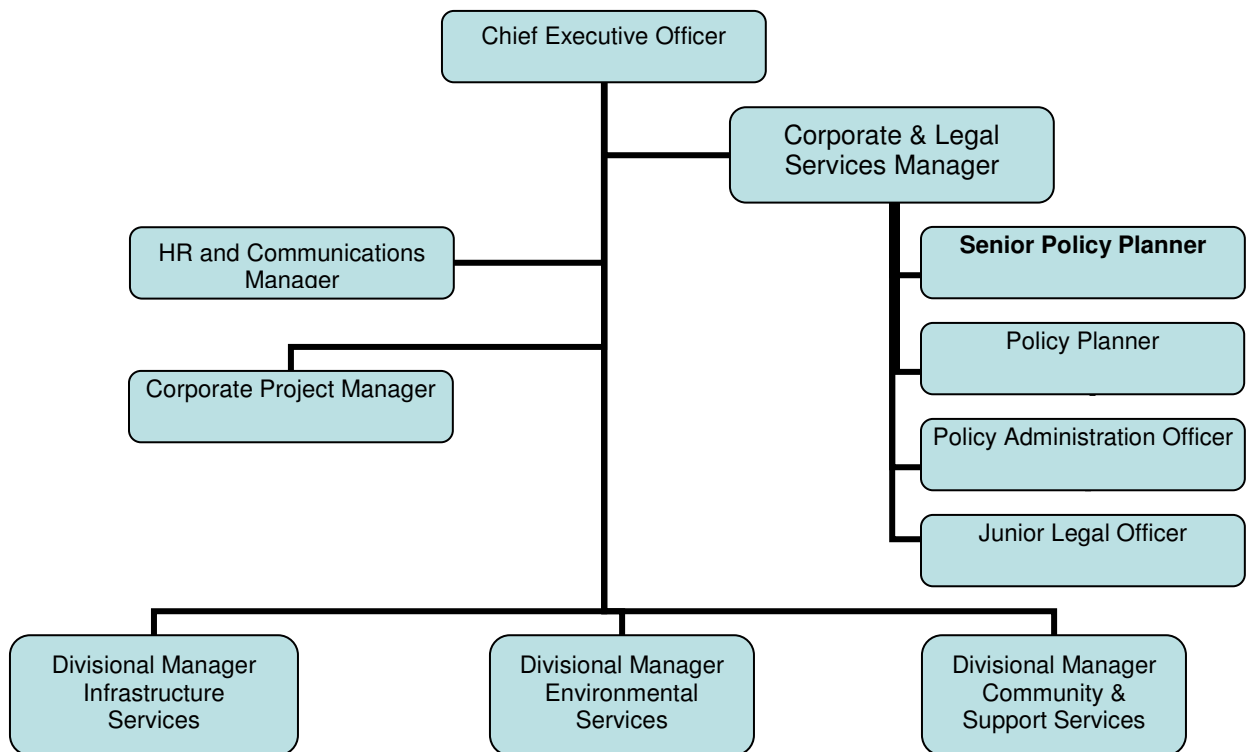


POSITION DESCRIPTION



Job Title:	Senior Policy Planner
Responsible To:	Corporate and Legal Services Manager
Position Purpose:	This job exists to: Contribute to the development of policy, strategy and initiatives affecting our community.
Date:	September 2010

Organisation Context:



The Way We Work:

At Matamata-Piako District Council we strive for continuous improvement and to set the standard in Local Government. At MPDC we aim to be:

**Bold,
Brilliant,
The Best**

We have determined six key organisational values which summarise how we want to work. These values link to the Expected Behaviours which form part of our Performance Development System for all staff in Matamata-Piako District Council.

At MPDC we:

- *Put customers first*
- *Operate with integrity*
- *Have a Can-Do attitude*
- *Are team players*
- *Respect people*
- *Look for smarter ways*

The Role of Council is to:

- Facilitate, identify and achieve desired community outcomes
- Provide community infrastructure and other services that contribute to achieving community outcomes
- Act as a community leader and planner
- Promote and support the social, economic, environmental and social development of the district with regard to present and future needs
- Administer the regulatory function

Areas of Responsibility:

The role will include the preparation of strategy and policies to deliver on the needs as approved by Council through the Long-Term Council Plan.

Important Functional Relationships:

This is a strategic role and effective relationships are required with other staff who will provide financial, corporate, and strategic contributions to achieve the desired outcomes. You will need to play an active part within the teams listed below. Refer to matrix team responsibilities below.

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>	<u>Matrix Team Responsibilities</u>
Public Environment Waikato Central and Local Government agencies	CEO Exec Team Management Team Corporate and Legal Services Team Customer services Other Council staff	Council Community Boards Community groups	Corporate and Legal Services Team Asset Managers Regulatory Planning

Key Result Areas:

The position of Senior Policy Planner encompasses the following functions or Key Result Areas:

- Strategy and policy
- Monitoring
- Technical advice and support
- Customer and community focus
- Corporate/organisation contribution

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>1 STRATEGY AND POLICY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist in providing professional advice and support for the on-going development of Council plans and policies <input type="checkbox"/> To develop and implement policy and initiatives in association with other agencies and groups 	<ul style="list-style-type: none"> ➤ Develop strategies and policies within the statutory requirements and processes of the Local Government Act 2002 and other statutes that reflect community and Council values and expectations ➤ Effective partnerships are established and maintained

<ul style="list-style-type: none"> ❑ To work collaboratively with stakeholder groups both internal and external ❑ Contribute to the development of Councils other strategic plans and policy development ❑ Assist in Community Consultation processes 	<ul style="list-style-type: none"> ➤ Effective relationships are developed and maintained with relevant central government, local or regional council agencies ➤ Inputs to strategic and policy are produced within agreed time frames ➤ Ongoing development and review of policies and strategies
<p>2 MONITORING</p> <ul style="list-style-type: none"> ❑ Assist in identifying indicators for on-going monitoring upon the development of new policy 	<ul style="list-style-type: none"> ➤ Indicators are developed and appropriate monitoring mechanisms are established and reported on
<p>3 TECHNICAL ADVICE AND SUPPORT</p> <ul style="list-style-type: none"> ❑ Provide professional advice and support to the Corporate and Legal Services team on how activity plans and programs for the team can be achieved. ❑ Provide advice to other staff members on legislative matters in relation to corporate policies and plans. 	<ul style="list-style-type: none"> ➤ Staff receive comprehensive advice on relevant issues and within agreed time frames.
<p>4 CUSTOMER AND COMMUNITY FOCUS</p> <ul style="list-style-type: none"> ❑ To ensure that the reputation of Council is enhanced and that a sound relationship with the district community is developed by maintaining an open policy for community participation and the distribution of information ❑ To ensure effective working relationships with key stakeholders ❑ To foster an environment, and provide the systems and resources, in which a customer focus permeates all activities, internal and external 	<ul style="list-style-type: none"> ➤ Achievement of positive results as reflected in public satisfaction surveys ➤ Agreed processes are in place and monitored to enable a pro-active and positive Council interface with customers ➤ Availability and readiness to meet and consult with individuals and community groups

<ul style="list-style-type: none"> ❑ To ensure cultural perspectives are reflected in all business practices 	<ul style="list-style-type: none"> ➤ Evidence of cultural perspectives in consultation, and improved relationships with Maori; appropriate protocols observed
<p>5 CORPORATE/ORGANISATION CONTRIBUTION</p> <ul style="list-style-type: none"> ❑ Work practices to reflect the corporate vision values and expectations ❑ Demonstrate a willingness to participate in special projects ❑ Co-operate with other teams for the benefit of the organisation ❑ Participate in the development, implementation and continual improvement of procedures and standards, to ensure the provision of quality services to both internal and external customers ❑ Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with. ❑ Assist Councils emergency management team in the event of a major disaster 	<ul style="list-style-type: none"> ➤ Promote and express pride in your team and the organisation ➤ Contribute to corporate initiatives when required ➤ ISO 9001:2000 quality management systems are continually improved and maintained ➤ Ensure awareness and compliance of Health and Safety requirements and procedures ➤ Assist in Councils emergency response actions as required

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:

Knowledge/Experience

- ❑ Tertiary qualification
- ❑ Three to five years experience
- ❑ Experience in community consultation and building effective relationships with diverse groups and organisations
- ❑ Proven research and skills
- ❑ Knowledge and experience in monitoring and evaluation
- ❑ Strong relationship management and interpersonal skills
- ❑ An understanding of cultural protocols
- ❑ Excellent understanding of relevant legislation eg. Local Government Act 2002

Key Job Competencies

The following competencies are considered vital to the Senior Policy Planners effectiveness and will form part of his/her performance review:

- Strategic thinking
- Excellent range of communication skills, with an ability to interact with a wide range of people/communities
- A Strong customer focus and a commitment to create value for customers
- Political acumen (understanding democracy and the decision making process)
- Community awareness
- Teamwork
- Organising for results
- Commitment and Personal Accountability

Position Holder

Date

Manager

Date