

<b>POSITION TITLE:</b>	Team Leader – Policy and Planning		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Policy and Planning
<b>REPORTS TO:</b>	Manager – Policy and Planning		
<b>RESPONSIBLE FOR:</b>	Senior Policy Planner, Intermediate Policy Planner, Policy Planner		
<b>FAMILY:</b>	TP3	<b>GRADE:</b>	19
<b>DATE REVIEWED:</b>	October 2023		

### HBRC STRATEGY

#### Our Vision:

We want a healthy environment and a resilient and prosperous community.

#### Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

#### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

#### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rereanga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

### POSITION SUMMARY

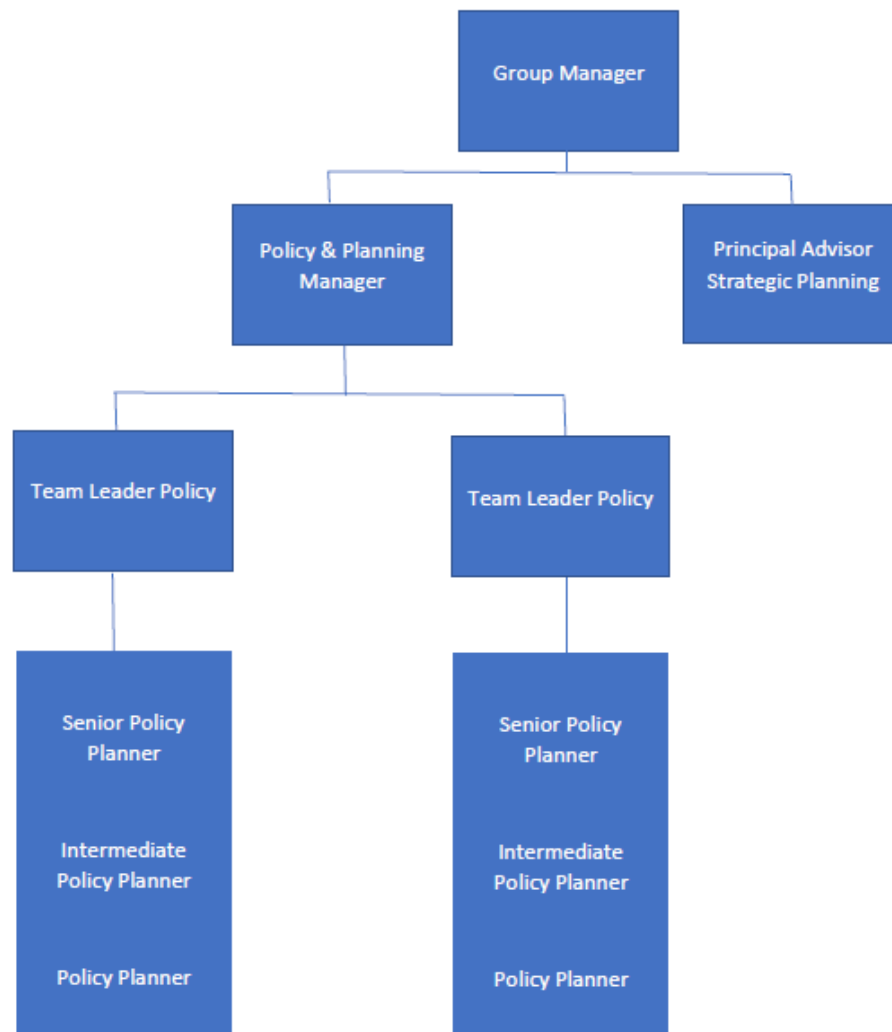
The Team Leader Policy and Planning provides strong leadership and day to day management of a team of planners within the Policy and Planning team, while working closely with the Manager Policy and Planning in providing strategic input in the wider team’s work programme. The Team Leader will provide relevant and professional input into resource management plan development and implementation, both within the team, across the organisation and externally. The role will involve coordination of work outputs from a range of staff and disciplines and requires great inter-personal skills. Plan writing, policy evaluation and reporting will also form part of this role. There will be an emphasis on ensuring that the team has clear direction and is able to achieve project milestones and deliver outputs that are fit for purpose. As a key member of the Policy and Planning leadership team the Team Leader Policy and Planning offers support, coaching and professional development opportunities. Active contribution to a positive culture is essential.

### GROUP AND TEAM GOALS:

The Policy and Planning team provides the following role and functions as part of the Policy & Regulation Group:

- Manage Hawke’s Bay Regional Council’s (HBRC) responsibilities as set out in the Resource Management Act (RMA) in relation to the preparation and review of the Regional Policy Statement, Regional Coastal Environment Plan, and the Regional Resource Management Plan to deliver Kotahi (the region’s resource management plan) and other planning documents/strategies as may be required.
- A particular focus in the preparation of freshwater management plans (in accordance with the NPSFM2020) to improve the way land and freshwater resources are managed in the region.
- Advocate regional resource management policies in relation to district planning documents and resource consent applications notified by the territorial local authorities.
- Engage with central government ministries and agencies on development and review of legislation and other policies relating to management of the region’s natural and physical resources.
- Analyse and review the effectiveness of various existing resource management planning documents.
- Provide sound advice on options for the development of resource management policy to the Regional Planning Committee and Council.
- Contribute to the development of future strategies and strategic planning for the region.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Manage, lead, and guide a team of policy planners, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.

- Actively engage with and lead Council’s performance management system for the team ensuring key check-ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Maintain staffing resource in consultation with the Manager Policy and Planning to ensure that the team is adequately resourced. Undertake recruitment, selection, onboarding, and training of new employees as and when required.
- Actively lead in the development of Kotahi, including taking on responsibility for plan review, development, and implementation in the takiwā and/or environmental topics of the plan.
- Develop clear project plans and undertake effective project management. Prepare reports to a high standard (s32, S42a, committee papers etc).
- Actively and professionally work in partnership with tāngata whenua in resource management policy development.
- Actively engage with stakeholders and members of the community in plan development and facilitate meetings to build strong collaborative relationships.
- Demonstrate skill in managing relationships with stakeholders throughout difficult, complex and contentious issues that require formal resolution.
- Demonstrate the ability to effectively persuade and negotiate using tact and diplomacy to support the achievement of organisational goals.
- Work collaboratively with the wider Policy and Planning team. Ensure expectations, roles and responsibilities are clearly articulated and where appropriate mentor others within the team.
- Manage risks and issues that may impact on project outcomes, by identifying potential opportunities and threats, analysing and problem solving and deciding when escalation is appropriate. The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Provide timely and professional advice to other parts of the organisation, Policy and Planning Manager, Group Manager and Chief Executive as appropriate.
- Prepare reports, technical analysis and research papers within timeframes as requested by the Manager.
- Manage contracts in accordance with HBRC Procurement Hub processes.
- Develop and maintain excellent relationships with both staff and external stakeholders.
- Attend relevant HBRC meetings, in particular the Regional Planning Committee and where appropriate prepare and present papers/reports.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members.
- RPC Tangata Whenua Representatives
- Team members

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can’t achieve change without the people (our community) outside our business. As expressed under our purpose statement, “working with our community” is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

## **CONTINUOUS IMPROVEMENT**

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## **HEALTH AND SAFETY**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **EMERGENCY MANAGEMENT**

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required.

- Relevant bachelor's degree or equivalent tertiary qualification in resource management, public policy, or a related field.
- Minimum of 7+ years of experience in a similar role/relevant industry
- Previous experience in a Leadership/management role is preferable.
- Proven project management experience
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- A solid understanding of the Resource Management Act, particularly in relation to plan and policy statement preparation processes.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development

### Personal Attributes

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate them.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

### Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

## CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

## ACKNOWLEDGEMENT

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name