

**ROLE DESCRIPTION**  
**September 2025**

**Title & Reporting Relationships**

<b>Position Title:</b>	Policy and Bylaws Lead, Strategy and Policy
<b>Grade:</b>	SP 18-19* <i>*appointment will be made pending skills, experience and the organisational needs at the time</i>
<b>Reports to:</b>	Manager, Strategy and Policy
<b>Direct Reports:</b>	Up to 3 FTE
<b>Delegated Authority</b>	Financial: This position holds a financial delegation of \$5,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy. Human Resources: This position holds a delegation at Level D
<b>Purpose of the Group and the Position:</b>	<p>The <b>Strategy and Growth Group</b> houses the Council's sustainable development functions ensuring that there is a collective drive for 'good growth' in Kāpiti. Overall, the Group is responsible for strategy (incl strategic property) and policy, research and urban planning (including district planning), venture and investment matters, strategic housing and development matters, and economic development; and consenting (resource consents, building team including LIMs). The teams within this Group work collaboratively together and across the organisation to support sustainable growth, development, and community resilience (including support of the Recovery Programme, in the event of a significant emergency).</p> <p>Reporting to the Manager Strategy and Policy, the Policy and Bylaws Lead, works within the Strategy &amp; Policy team to provide complex, robust, evidence-based policy advice for elected members and the senior leadership team.</p>
<b>Indirect Reports:</b>	As may be required pending the nature of a project or specific section of work programme
<b>Internal Customers:</b>	<ul style="list-style-type: none"> <li>• Manager, Strategy &amp; Policy</li> <li>• Group Manager, Strategy and Growth</li> </ul>

- Senior Leadership Team and Chief Executive
- Other Managers and team members across the Strategy & Growth Group
- Communications team
- Other staff and managers from across Council teams

**External Customers:**

- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Ōtaki
- Greater Wellington Regional Council, and staff in other local authorities and government
- Residents, ratepayers and community groups
- Other stakeholders

## KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. 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 influence 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.

Our behaviours demonstrate 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 the implications of the Treaty of Waitangi on the operations of a local authority.

## KEY RESULTS AND OUTCOMES

### Policy and Analytical Skills

- Develop and deliver high-quality policy advice. Provide robust policy advice across economic, social, environmental and cultural contexts within which the Council operates, and in the development and analysis of policy.
- Lead and/or deliver policy advice and strategies on complex multi-sector issues with significant sensitivity.
- Help set and monitor standards for the development of policy advice.
- Lead and/or support other policy and strategy work as required, including leading and coordinating project teams across the Group and wider Council.
- Undertake programmes and projects in support of the council’s policy and regulatory direction, including preparation of policy documents initiatives, bylaw reviews and turning legislative requirements into operational policy.
- Assist with designing surveys and analysing results from surveys and focus groups.
- 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.
- Ensure that the costs and benefits of a policy intervention are well documented and understood by Council.

### Leadership

- Lead the development and delivery of the Policy Team's work programme, including day to day management of policy team staff, as agreed with the Manager, Strategy & Policy
- Provide leadership in engagement with external and internal stakeholders and manage community engagement projects.
- Provide leadership and oversight of the Policy Work Programme of Council;
- Ensure that 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.
- Proactively assist the Manager in the following:
  - Identifying future trends in the policy environment and what this may mean for the direction of the Council's policy advice.
  - Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present advice.
  - Identify medium-term issues and trends, opportunities and political issues affecting the Kāpiti District.
  - Provide strategic advice 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.
  - Help other Council staff relate their current work to the broader medium to longer term outcomes and how their work fits into the overall policy framework.
  - Ensure that new policies and strategies remain practicable and implementable by working closely with all teams across the organisation through the development process.
  - Conduct regular reviews of policy and strategy effectiveness in association with other teams and when necessary re-evaluate the policy intervention to ensure the desired outcomes are achieved.
- Proactively support team effectiveness through:
  - Establishing and maintaining an effective performance culture within the team, including the fostering of a teamwork approach to the delivery of both the team's and the Group's outputs, and providing assistance with the identification of training and development as appropriate;
  - Supporting and providing mentoring to staff to help develop their knowledge/ understanding or work experience;
  - Effectively manage day to day work outputs and timeframes;
  - Providing backup/cover for team members; and
  - Being a role model for the delivery of consistent high customer service levels to internal and external customers.

#### **Legislative Compliance**

- 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**

- Lead project teams and demonstrate excellent project management.
- Monitor and report regularly to manage risk and provide updates to key stakeholders.
- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- 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**

- 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.
- Manage Contracts with external contractors as may be required and ensure monitoring and reporting to the Council is achieved.
- Maintain confidentiality at all times.

#### **Teamwork**

- 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.
- Provide a supportive mentoring role to members of the team and across the organisation;

#### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

#### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

#### **Relationship Management**

- 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**

- 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.

#### **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 in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

#### **HEALTH AND SAFETY**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, 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**

- Strong history of directly managing a small group and/or leading complex policy projects and programmes with multiple resource and disciplines.
- Relevant experience as a recognised expert, or in a policy or equivalent analytical role.
- Proactive approach to leading people, and ability to manage ambiguity. Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.
- Sound knowledge of policy frameworks and policy development processes.
- Strong experience in local or central government.
- Intellectual ability, problem solving and analysis, decision making, management and design of complex projects, persuading and influencing, plain English writing and presentation skills.
- 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.
- Experience in tikanga Māori, Māori perspectives and issues relevant to Māori.
- Effective interpersonal skills with a demonstrated commitment to customer service and ability to work and negotiate with a wide range of people (internal and external).
- A tertiary qualification in a relevant area of expertise (e.g. public policy, economics or law).
- Sound level of MS Suite applications (i.e. Word, Excel and Outlook).
- A current and valid NZ Driver's Licence (preferred but not essential).

### **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.

### **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.