

Policy Manager

Job Title:	Policy Manager
Reports to:	Chief Advisor, Policy
Direct reports:	Yes
Location:	Wellington or Auckland

About the New Zealand Infrastructure Commission, Te Waihangā

The work we do at Te Waihangā is critically important to Aotearoa. We have been tasked, by Government, to play a pivotal role in improving New Zealanders lives through better infrastructure.

Infrastructure touches every New Zealander in one way or another, whether it is our roading systems, or electricity, our water and our mobile networks.

We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Our Vision

Infrastructure for a thriving New Zealand

Our Values

- **Free-Thinking** Whakaaro nui– which means arriving at creative yet considered solutions.
- **Courageous** Māia - we'll have honest conversations which reflect our independence
- **Trustworthy** Pono - you can depend on us to behave ethically and impartially
- **Empathetic** Ngakau aroha - we're listening and respectful of different views

Role Purpose

Te Waihangā has been asked to lead a significant part of Resource Management Reform. This transformative project will ensure the new system gives clear direction from central government about how infrastructure will be enabled in a timely and cost-efficient way, while also protecting the natural environment.

This project will ensure that the National Planning Framework's overarching strategic direction articulates the Government's vision and priorities for infrastructure and addresses long term challenges. National direction on infrastructure will also need to cover the breadth (range of infrastructures) and depth (level of detail) necessary to address the key matters of national significance and provide for desirable consistency in the resource management system.

We are looking for a results-driven, pragmatic Policy Manager on a full-time, fixed-term basis through to December 2022. The Policy Manager will be responsible for managing a multi-disciplinary team, ensuring that the policy development process is robust and the project is meeting its key time and quality criteria. The Policy Manager will also be responsible for reporting progress to the Ministers for Infrastructure and the Environment, Te Waihangā's Board, the Ministry for the Environment and Te Waihangā Leadership Teams.

While some remote working is encouraged, the Policy Manager will be expected to regularly attend meetings in person in Wellington and/or Auckland (subject to Covid-19 requirements).

Key Accountabilities

Key Accountability Areas:	Key accountabilities/expectations:
Ensure policy development process is robust and outputs of a high quality	<ul style="list-style-type: none"> ▶ Apply robust policy frameworks to diagnose the objectives and problem definition and develop solutions against a suitable criteria ▶ Practice high quality ministerial servicing, with clear, concise and timely communication with key ministers.
Ensure project objectives and outcomes are met	<ul style="list-style-type: none"> ▶ Practice high quality project management skills, implementing suitable project management tools and frameworks. ▶ Work closely with Ministry for the Environment (MfE) officials, project team and Te Waihanga's Chief Policy Advisor and Chief Executive. ▶ Regularly report performance and seek approvals from the Ministers for Infrastructure and the Environment, Te Waihanga's Board and senior officials from Ministry for the Environment and Te Waihanga. ▶ Attend and chair project meetings.
Risk management	<ul style="list-style-type: none"> ▶ Actively identify, manage and advise on key risks, escalating significant risks as appropriate.
Relationship management	<ul style="list-style-type: none"> ▶ Work with Te Waihanga and Ministry for the Environment staff and project team to ensure all key stakeholders are well informed.
Monitor and encourage performance of fixed-term staff, consultants and contractors	<ul style="list-style-type: none"> ▶ Foster a one team collaborative approach to successful delivery in a way that is aligned with Te Waihanga's values. ▶ Actively manage performance using best practice and contractual mechanisms. ▶ Coach and support a diverse team with a broad range of skills and experience levels.
Contract management advice	<ul style="list-style-type: none"> ▶ Advise the Chief Policy Advisor on matters related to the appointment and contract management of project team members.
Professional and impartial advice	<ul style="list-style-type: none"> ▶ Ensure all advice to internal and external stakeholders is delivered professionally and impartially.

Key Accountability Areas:	Key accountabilities/expectations:
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▶ Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> ▶ Take all practical steps to ensure your own health and safety and the safety of others in the workplace.
People Leadership	<ul style="list-style-type: none"> ▶ Create and maintain a highly engaged and high performing team and an environment that is supportive and values people. ▶ Communicate and connect your team to the bigger picture so they understand how they individually contribute to the success of Te Waihanga. ▶ Effectively manage your direct reports' performance by setting clear objectives, providing coaching and mentoring, monitoring progress, providing regular feedback and encouraging open and frequent two way dialogue. Will include managing any underperformance issues as they arise. ▶ Empower your people by giving them room to make decisions and take reasonable risks as appropriate. ▶ Delegate effectively, and efficiently manage the work of your direct reports, including by providing direction and removing roadblocks where required. ▶ Take time to recognise and celebrate your people. ▶ Ensure your people have the right skills, capabilities and resources to deliver on Te Waihanga's business strategies and plans. ▶ Actively encourage and support the professional and personal development of your direct reports. ▶ Actively manage and support the health and wellbeing of your team.

Key Relationships

Chief Advisor, Policy
 Minister for the Environment
 Minister for Infrastructure
 Ministry for the Environment
 Central government agencies
 Te Waihanga Chief Executive
 Te Waihanga Leadership Team
 Te Waihanga Board

Skills, Knowledge, Experience

- ▶ A minimum of 7 years' experience applying policy analysis skills within a central government context
- ▶ Experience briefing ministers in a way that is clear, concise, timely, proactive and attuned to the issues ministers face
- ▶ Well-developed general project management skills
- ▶ Experience leading complex projects and multi-disciplinary project teams
- ▶ Highly developed communication skills and the ability to work efficiently and constructively with a range of stakeholders
- ▶ The ability to oversee and direct the work of a diverse team in a way that is collegial and focused on the end-result
- ▶ Comfortable dealing with ambiguity and pushing for results with incomplete information and tight timeframes
- ▶ Pragmatism, flexibility and the ability to adapt the approach to changing circumstances where needed
- ▶ Experience in engaging with a diverse range of stakeholders
- ▶ Knowledge of Te Ao Māori, tikanga and Te Reo Māori is preferred (although not essential)
- ▶ Familiarity with delivering infrastructure projects in a resource consenting context (preferred but not essential).

Qualifications

- ▶ A relevant tertiary degree