

# Position description

<b>Position title:</b>	Graduate Policy Advisor	<b>Team:</b>	NA
<b>Division:</b>	Policy and Planning (Chief Planning Office)	<b>Reports to:</b>	Manager Policy Hub
<b>Department:</b>	Community and Social Policy	<b>Direct reports:</b>	NA
<b>Unit:</b>	Policy Hub	<b>Indirect reports:</b>	AN



## Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.



## Purpose of the job

The Graduate Policy Advisor is a team member position with a policy skills growth and development focus. This position is designed to provide learning opportunities to build understanding of policy frameworks, theory and principles as a foundation to a policy career. The Graduate Policy Advisor will work across the department. You will assist with gathering evidence, analysing policy issues, developing policy options and preparing and presenting policy advice. This will be through contributions and leadership of smaller, well defined pieces of policy work to larger projects as your skills and experience develop. As part of the career and capability development pathway, Graduate Policy Advisors will rotate within the department and at times through other parts of council, and at time reporting managers may change.



## Key responsibilities

### Policy Advice

- Effectively see connections within the policy area in the medium term and can understand policy issues in the wider context and policy system
- Use basic frameworks and tools of policy analysis
- Apply clear logic and objective reasoning to draw inferences and come to conclusions based on available evidence
- Use policy and machinery of local government/government processes
- Engage with others and seeks to understand different perspectives
- Identify and assess the pros, cons, impacts of policy options • Understand and apply project management processes
- Communicate effectively
- Generate and adopt new ideas and put them into practice within their policy work
- Draft appropriate and strategically sound advice and draft responses to requests and correspondence
- Support teams to carry out their policy work
- Know when to escalate issues and seek support

### Capability development

- Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council
- Actively seek learning opportunities and take responsibility for own professional development
- Take on the challenge of unfamiliar tasks and learning as we go • Actively learn through experimentation, using both successes and failures as learning opportunities
- Proactively build capability in analysis and provision of advice on issues

### Relationship management

- Support others, builds partnerships and works to meet shared objectives and outcomes
- Work with teams and others, respecting their views, gaining trust and support.

## Auckland Council behaviours



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 <p><b>Outcomes</b></p>	<p>The Auckland Plan 2050 is our long-term spatial plan to ensure Auckland grows in a way that will meet the opportunities and challenges of the future. Key Auckland Plan outcomes you will contribute to are:</p> <p>Te whai pānga me te whai wāhi atu - Belonging and Participation</p> <ul style="list-style-type: none"> <li>All Aucklanders will be part of and contribute to society, access opportunities, and have the chance to develop to their full potential.</li> </ul> <p>Te tuakiri Māori me tōna oranga - Māori Identity and Wellbeing</p> <ul style="list-style-type: none"> <li>A thriving Māori identity is Auckland’s point of difference in the world – it advances prosperity for Māori and benefits all Aucklanders.</li> </ul> <p>Ngā kāinga me ngā wāhi haere noa - Homes and Places</p> <ul style="list-style-type: none"> <li>Aucklanders live in secure, healthy, and affordable homes, and have access to a range of inclusive public places.</li> </ul>
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 <p><b>Key skill</b></p>	<ul style="list-style-type: none"> <li>Good analytical and critical thinking skills</li> <li>Ability to write and present verbal advice in a clear and concise manner</li> <li>Strong relationship management skills – able to develop effective working relationships and establish rapport with all relevant stakeholders</li> <li>Excellent interpersonal skills – able to communicate clearly in a variety of medium</li> <li>Strong learning agility – able to learn quickly, willing to take on challenges that lead to personal growth</li> <li>Demonstrate an achievement orientation - shows resourcefulness, self-sufficiency and persistence and adaptability</li> <li>Able to work effectively, both alone and in a team environment</li> <li>Strong self-management focus - able to manage own workload, prioritise and contribute towards outcomes</li> <li>Understand the policy formation process</li> <li>Good knowledge and experience working with standard office software products e.g. Word, Excel, PowerPoint, Outlook.</li> </ul>
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 <p><b>Job requirements</b></p>	<ul style="list-style-type: none"> <li>A tertiary qualification is required in, public policy, social sciences, law, economics or other relevant fields</li> <li>A clean and current New Zealand Driver’s licence is required or other applicable way of travelling across the region.</li> </ul>
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**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

<b>Approving manager:</b>	<b>Version date:</b>
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 <p><b>Job framework</b></p>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>
	Community Strategy, Policy and Planning	Analysis and Advisory	Graduate Community Strategy Policy and Planning

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