

Senior / Policy Analyst

The purpose of this role is to provide high-quality analysis and advice on complex local government policy issues and to ensure that Council's strategies, policies and plans are evidence-based, legislatively compliant, and aligned with community needs.

ORGANISATION NGĀ POU | OUR VALUES



POU 1.

Manaakitanga

The customer is at the centre of everything we do.



POU 2.

Rangatiratanga

We aspire to the highest standards.



POU 3.

Whakapono

We strive to be trusting and trustworthy.



POU 4.

Whanaungatanga

We act with courage, respect, kindness and empathy.



POU 5.

Kotahitanga

We embrace diversity and strive to be inclusive.



POU 6.

Aroha

We believe in and encourage each other.



RANGITIKEI
DISTRICT COUNCIL

**He oranga Whenua,
He oranga Tangata,
He oranga Wairua.
Tihei Mauriora!**

**If our Land is cared for,
if People are looked after,
if the Spirit is strong,
we can build a
better future for all.
Let there be life!**

Making this place home

Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Senior / Policy Analyst – that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Lead or support the delivery of a variety of Council's policies and planning projects through a collaborative and inclusive approach that secures buy-in from Elected Members, senior leadership, and staff.
- Deliver clear, evidence-based policy advice that informs sound decision-making of Council's Executive Team and Elected Members and drives strategic outcomes aligned with the community needs.
- Identify and respond to legislative changes, emerging trends, and risks to ensure Council strategies and policies remain current, future-focused, and compliant.
- Conduct robust impact assessments and value-for-money reviews to improve the effectiveness, efficiency, and long-term sustainability of Council initiatives.
- Produce high-quality reports, submissions, and discussion papers that clearly communicate complex ideas and that accurately reflect Council's position and encompass best practice.
- Build and maintain strong partnerships with iwi/Māori, government agencies, and key stakeholders to ensure policies and plans reflect diverse perspectives and foster mutual trust.
- Lead consultation and engagement processes that empower the community to shape policy direction and enhance transparency and trust in Council's work.
- Contribute to the development and oversight of the Long-Term Plan (LTP) and Annual Plan to ensure these plans reflect strategic priorities, are legislatively compliant, and deliver value for the district.

Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility.
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required.

Our customer commitment

We strive to deliver excellent customer service by:

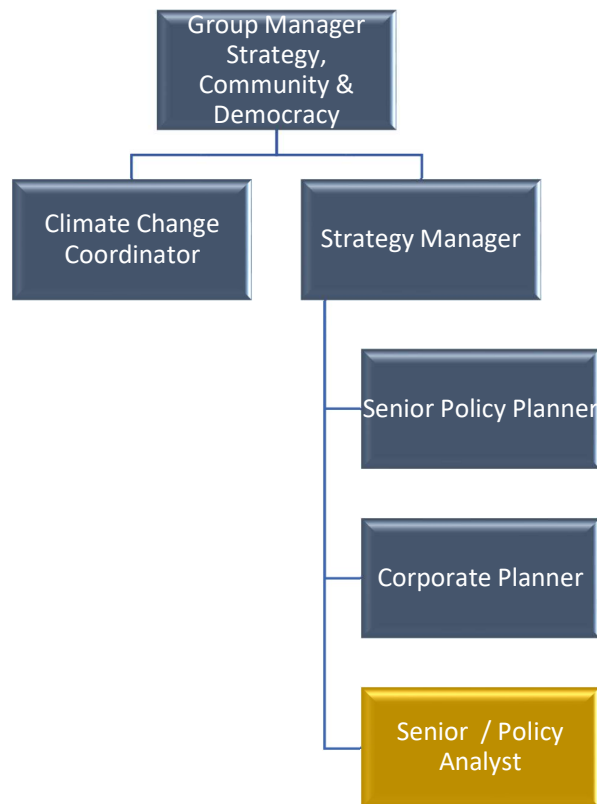
- Understanding and anticipating needs.
- Dealing with enquiries promptly and fully.
- Providing quality support and information.
- Communicating changes to services in advance.

We will:

- Welcome, listen and treat everyone respectfully.
- Acknowledge and follow up all complaints and requests for service, and provide a timely response.
- Seek feedback on the service received so we can continue to improve what we do.

What you will bring

- A tertiary qualification in public policy, planning, political science, or a related discipline.
- Experience (5+ years for senior role) in policy analysis, development and implementation preferably within a local government or public sector context.
- Strong analytical and critical thinking skills with the ability to resolve complex problems and provide strategic insight.



- Excellent research, analytical, and problem-solving skills, with the ability to synthesize complex information and provide clear recommendations.
- Strong understanding of legislative frameworks, regulatory processes, and the role of local government.
- Exceptional written and verbal communication skills, with experience preparing policy documents, submissions, reports, and presentations.
- Proven ability to engage effectively with diverse stakeholders and facilitate meaningful consultation processes.
- Ability to work independently and collaboratively in a fast-paced, politically sensitive environment.
- A working knowledge of the principles of the Treaty of Waitangi and the implications of these for the work of Council.
- Proficiency in Microsoft Office Suite, particularly Word and Excel, and a willingness to learn new systems and tools.