



SHAPING AN
AWESOME
HAMILTON

Environmental Policy Analyst

Infrastructure and Assets

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role.

What you will do

In this role, you will:

- Report to the People Manager Strategy & Planning Specialists, this role is responsible for monitoring external policy and legislative changes and internal strategic issues which impact the waters business.
- Proactively implement improvements to internal strategies, policies, bylaws and processes. In identifying issues, determining options, and developing responses, you will collaborate with iwi partners and key stakeholders to ensure Council's water strategies, policies, bylaws and business processes align with strategic objectives.
- Provide project management and engagement support and planning advice to support major resource consent applications to ensure Waters activities meet all applicable planning requirements.
- consistently meet legislative and policy requirements.
- Monitor and analyze external legislation and policy changes which have the potential to effect three waters activities.
- Represent Hamilton City interests in Central, Regional and Local Government water, stormwater and wastewater objectives and policies through the preparation of submissions.
- Develop and review strategies, plans and bylaws to ensure core business is facilitated with the appropriate strategic direction and planning rules.
- Respond to requests for planning advice on three waters activities.
- Contribute to the successful preparation, lodgment and obtaining of resource consents to support major waters activities (e.g. Wastewater Treatment Plants, Water Abstraction)

Reports to	People Manager, Strategy and Planning Specialists
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

Key responsibilities

Some of the **key responsibilities** for this role include:

- Develop and implement management policies and guidelines to ensure the City's three waters activities

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- 3+ years' experience in water, wastewater or stormwater policy analysis and development.

- Ability to identify, evaluate and analyse issues, and develop recommendations and responses.
- Advanced ability to write and present recommendations and reports.
- Demonstrated experience of project planning and management.
- An understanding of Maaori World view principles and environmental issues of concern to iwi.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Relevant tertiary qualification that includes study of environmental or policy analysis and planning.
- Experience working in local government (preferred, but not essential)

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*