

Manager Policy Position Description

Business Unit	System, Strategy and Performance
Location	Wellington
Type	Fixed Term - Parental Leave Cover
Last Updated	November 2024

Ko wai mātou | About us

The Water Services Authority - Taumata Arowai is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

Mō tēnei tūranga mahi | About this role

Position Purpose

The Manager Policy – Wastewater & Stormwater manages a team of policy specialists to deliver the policy work programme for Wastewater & Stormwater at The Water Services Authority.

Reports to	Director Policy
Staff	2
Financial Authority	Refer to Delegations Policy
Key Relationships	Internal Board Chief Executive and Leadership Team Regulatory Group Systems, Strategy and Performance Group Te Rōpū Wai Corporate Group Managers and staff

Level:

Key Accountabilities

It is likely that the scope and functions of positions within Water Services Authority will evolve over time.

Leadership

- Build and lead a high performing team which are engaged and motivated to succeed
- Ensure all team members demonstrate the tikanga and whakatauki of Taumata Arowai in their engagement with others
- Develop an environment within the team that encourages innovation and collaboration
- Demonstrate commitment to developing personal Māori-Crown relations capability and creating a team and organisational environment that enables kaimahi to build their capability.
- Value and respect the diversity of contribution within the team and build an inclusive team culture
- Coach and mentor kaimahi, providing them with development opportunities to build their capability

People Management

- Provide day to day oversight and supervision of direct reports
- Provide advice and support to team members to assist them to carry out their duties
- Ensure kaimahi have a strong cultural alignment to Water Services Authority - Taumata Arowai kaupapa and remain connected to other Water Services Authority teams

Policy Design and Development

- Provide strategic policy analysis and advice to support the policy work programme
- Support the delivery of the annual regulatory policy programme for The Authority including regular monitoring against objectives and milestones
- Support the delivery of an operational policy programme for The Authority including regular monitoring to ensure the organisation's suite of operational policies remain fit for purpose
- Develop regulatory interventions and regulatory instruments
- Develop operational policies, guidance, and systems to support the regulatory framework
- Manage and deploy people resources to ensure the delivery of the regulatory policy work programme

Relationship Management

- Build capability and confidence in Māori-Crown relations, including te reo Māori, and upholding Te Tiriti o Waitangi
- Develop strong and meaningful relationships with mana whenua, iwi Māori and Māori organisations

- Develop and maintain effective working relationships with internal stakeholders to achieve outcomes for Water Services Authority
- Develop and maintain effective working relationships with key external stakeholders throughout the region to achieve the outcomes of The Authority
- Contribute to the delivery of response activity in Water Services Authority as needed

Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do and follow relevant procedures or instructions in the event of an emergency
- Cooperate in implementing return to work plans
- Comply with Health, Safety and Wellbeing policies

for team

- Inform, develop and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
- Assess all hazards promptly and ensure they are managed.

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification (Arts, Public Policy, Law)
- Level 3 G-Reg theory qualification desirable

Experience

- Experience managing a regulatory and/or operational team
- Experience managing people, resources, and work programmes
- Experience providing strategic regulatory policy advice and/or operational policy advice
- Proven commitment to leadership development
- Experience working in a Crown entity environment desirable

Knowledge

- Understanding of the machinery of government and the public policy making process
- Understanding and application of contemporary regulatory frameworks and concepts
- Sound knowledge of the New Zealand regulatory environment
- Understanding of the political, social, economic, and environmental context in which The Authority operates
- Understanding the role of operational policy in a regulatory environment

Skills and Attributes

- Policy analytic ability and strategic thinking skills
- Understanding of what's needed to develop high quality policy advice
- Ability to operate effectively at an advisory level
- Credibility with senior leaders to engage, influence and challenge where necessary
- Ability to work under pressure and manage ambiguity and complexity
- Successful demonstration of promoting diversity and inclusion in the workplace
- Ability to take a long-term view to regulatory policy development
- Ability to think creatively to design and develop new regulatory approaches
- Ability to nurture and develop talent
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori.