

Position Description

Position title:	Principal Policy Advisor	Team:	Social Wellbeing Policy
Directorate:	Policy, Planning and Governance	Reports to:	Senior Policy Manager
Department:	Policy	Direct reports:	Nil
Unit:	N/A	Indirect reports:	Nil



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 Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the department's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations as outlined in the Māori Outcomes Strategy and Performance Measurement Framework.



Purpose of the job

The role of the Principal Policy Advisor is a subject matter portfolio leadership position within the Department. The Principal Policy Advisor role will:

- Support overall capability of the team
- Partner with the Senior Policy Manager to drive strategic level policy agenda and set the direction for the team's policy portfolio
- Provide authoritative advice and lead project teams within the team and department on complex and sensitive issues
- Influence portfolio topics through engagement and communication with senior stakeholders
- Enhance overall capability of the team through teaching, coaching, mentoring senior advisors and advisors.

As part of the career and capability development pathway and changing organisational needs and context, Principal Policy Advisors will be available to rotate within the department and at times your reporting manager may change.



Key responsibilities

Key responsibilities of this position are expected to change over time as the department responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Quality Policy Advice

- Expert lead of teams and projects to scope, shape, plan and manage policy projects that can be risky, complex, ambiguous or sensitive.
- Lead policy portfolio issues within the wider strategic context drawing on foresight and judgement to identify what is important for the policy portfolio in the medium and long term.
- Build knowledge for different policy topics quickly and provide authoritative advice, recognising the choices and constraints elected members face, anticipate and manage controversial and sensitive issues.

- Lead the preparation of insightful, timely and well-informed policy advice on complex and sensitive issues.
- Draw on advanced qualitative and quantitative frameworks, principles, tools and approaches and expert knowledge of techniques to develop, monitor and evaluate policy.
- Provide strategic decisions and priorities that are based on the best available evidence, structured in an informative and useful way.
- Make sound decisions based on a mix of analysis, experience and judgement.
- Expert use of policy project management processes and manage policy conflicts and risks in sensitive and complex situations.
- Leadership and management of substantial and / or complex programmes and projects concurrently, actively and independently.
- Lead and demonstrate purpose, urgency and discipline in policy practice.
- Act on opportunities, take ownership of issues, manage tough situations and be accountable for results.
- Use experience to deal comfortably with organisation politics, governance advisory processes and anticipate problems and plan approaches to manage these.

Leadership

- Contribute to the leadership and development of portfolio knowledge and practice across the team, department and council.
- Deliver influential advice and thought leadership even in the absence of complete information.
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk.

Coaching and Mentoring

- Develop and nurture the capabilities of individuals and teach, coach, mentor and motivate staff towards high quality policy advice
- Promote the use of mainstream methods of policy analysis and leading edge thinking from other disciplines, academic streams and own innovative reasoning.
- Draw on experience, evidence, knowledge wisdom and judgement to build policy capability of staff.

Capability development

- Take responsibility for own professional development of core and transferrable management and policy skills and seeks opportunities to experiment and learn.

Organisational responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, **Our Behaviours** in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te ariā hauata ki a au) and everyone has a duty to keep themselves and others safe. Our **Health and Safety Policy Statement** and our **Health and**

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COLLABORATE

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ACHIEVE

It's up to us to make it happen

	Safety Management Framework (SMF) explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders. • Support and promote the delivery of continuous improvement initiatives, and actively build and support a continuous improvement culture. • We recognise that urgent climate action is necessary to build a better future for the people of Auckland. You support your directorates outcomes for Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan within your project plans so that inclusive, equitable climate action is at the centre of all decision making. You take action and support others to take action to improve the sustainability impact of our work and build their capacity and understanding in sustainability, climate action, and carbon reduction.
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 Outcomes	General • Continuous improvement behaviours are demonstrated, valued and encouraged. • You meet the climate action deliverables agreed upon in your division to work towards our goal of halving emissions by 2030. You understand and role model sustainability as outlined in Our Charter and you have incorporated climate impacts into project plans. • You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate. Auckland Plan 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: Te whai pānga me te whai wāhi atu - Belonging and Participation • All Aucklanders will be part of and contribute to society, access opportunities, and have the chance to develop to their full potential. Te tuakiri Māori me tōna oranga - Māori Identity and Wellbeing • A thriving Māori identity is Auckland's point of difference in the world – it advances prosperity for Māori and benefits all Aucklanders. Ngā kāinga me ngā wāhi haere noa - Homes and Places • Aucklanders live in secure, healthy, and affordable homes, and have access to a range of inclusive public places. <u>Ngā mahi kawenga me te noho wātea mai</u> - Transport and access • A low-carbon, safe transport system that delivers social, economic and health benefits for all. Te taiao me ngā tikanga ā-iwi tuku iho - Environment and cultural heritage • Aucklanders preserve, protect and care for the natural environment as our shared cultural heritage, for its intrinsic value and for the benefit of present and future generations. Ngā angitū me ngā whai hua tangata - Opportunity and prosperity • Auckland is prosperous with many opportunities and delivers a better standard of living for everyone.
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 Key skills	• Expert level skills in policy development, review and evaluation. • Proven ability to teach, coach and influence policy ability in others. • Strong written and verbal skills, ability to communicate complex issues and concepts clearly, succinctly and with influence. • Ability to deliver work at pace, think at a strategic level and manage through conflict. • Knowledge of advocacy, strategy and policy development on complex, competing and ambiguous issues. • Proven experience providing advice to senior executives and elected members. • Significant experience of the machinery of local and central government legislative frameworks. • Knowledge, understanding, respect and sensitivity to cultural differences. • Understand Māori paradigms, tangata whenua and Te Tiriti o Waitangi • Ability to negotiate, influence and facilitate positive outcomes in complex situations. • Uses project management techniques and methodologies to deliver high quality programmes/projects. • Manage complex working relationships with people at all levels within the council, public and voluntary sectors and with community interest groups and networks in a discreet and confidential manner. • Self-manage, use initiative and have the ability to work effectively as part of a team.
 Job requirements	• A tertiary qualification is required in, public policy, social sciences, law, economics or other relevant field. • Minimum of 10 years of experience providing advice to support executive leadership decisions, preferably in a political or highly complex organisation. • A clean and current New Zealand Driver's licence is required or other applicable way of travelling across the region.

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.

Approving manager:	Version date:		
General Manager Policy	14 January 2026		
 Job framework	Job function:	Job family:	Job:
	Policy	Analysis and Advisory	Principal Advisor Policy

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