

# Position Description

<b>Title</b>	<b>Senior Policy Advisor</b>
<b>Business Group</b>	Policy and Overseas Investment
<b>Reports to</b>	Manager Policy
<b>Location</b>	Wellington

## About LINZ and your team

Land Information New Zealand (LINZ) makes sure New Zealand has accurate information about where people and places are, that people have confidence in their property rights and Crown property is well managed for future generations.

Our responsibilities include managing land titles, geodetic and cadastral survey systems, topographic information, hydrographic information, managing Crown property and supporting government decision making around foreign ownership.

The Policy and Overseas Investment group provides high quality policy advice, facilitates Ministerial engagement and official correspondence, and provides policy stewardship for LINZ's core areas of responsibility.

The group is also responsible for assessing applications from overseas investors, making consent decisions and enforcing provisions of the Overseas Investment Act to ensure quality investments in valued assets benefit New Zealand.

## Our BEST Values

### Our BEST values underpin everything we do:



**We take personal responsibility to be better every day. We're courageous, agile and unafraid to fail.**



**We're among the best in the world, but never take that for granted. We're passionate about reaching our potential.**



**Manaaki connects us. Our diversity is our strength. We back each other, challenge and keep each other safe.**

## Your purpose at LINZ

The Senior Policy Advisor is responsible for the delivery of strategic, operational and regulatory policy advice (particularly to the Minister) in support of Land Information New Zealand's ten year vision and strategic plan, and the delivery of its four year plan. The department is charged with a diverse range of land and location system related functions and its policy work spans the following objectives:

- Unlocking the value of property
- Increasing the use of geographic information, and
- Improving resilience to natural events.

The Senior Policy Advisor is required to work collaboratively across central and local government on significant policy reforms.

The Senior Policy Advisor will provide mentoring support to others and will lead significant projects.

The Senior Policy Advisor is responsible for upholding, and supporting others to uphold, the BEST (Bold, Expert, Stronger Together) values and contributing to LINZ becoming a high performing organisation.

## What you'll do

### **Key accountabilities**

- Producing high quality policy advice that achieves government and LINZ outcomes using fit for purpose / best practice models
- Leading or participating in end-to-end policy projects
- Ministerial servicing, including providing responses to Ministerial correspondence, Parliamentary questions and other Parliamentary processes, and contributing to Ministerial speech notes as requested
- Working alongside subject matter experts internally and externally to inform policy advice
- Monitoring, analysing and interpreting economic, social, political and demographic trends and changes in the legislative environment for their implications for LINZ outcomes
- Developing an area of expertise as required and providing strategic leadership for LINZ in this area
- Building and maintaining positive and effective relationships with key stakeholder groups and representing the department in inter-departmental, Cabinet and Select Committees and with stakeholders
- Coaching, mentoring and overseeing the work of other members of the policy team, as requested
- Planning and managing policy projects, including risk identification and management
- Using a wide range of tools and frameworks to resolve complex problems, and developing new problem solving tools and frameworks

- Leading or participating in cross government policy initiatives
- Contributing to organisational change projects when required
- Working in a healthy and safe manner, in order to protect yourself, and the wellbeing and safety of all people, in whatever capacity they work for, or engage with LINZ. This includes actively participating in the development and continuous improvement of safe work practices.

## Who you'll work with

**Direct reports** • None

### Key working relationships

- Members of LINZ's Executive Leadership Team (ELT)
- LINZ leadership and management teams
- Policy Group
- Policy and Overseas Investment Group
- Other LINZ staff as required
- External stakeholders and stakeholder groups
- Relevant senior officials in other government departments, local government and agencies
- Minister for Land Information and other Ministers as necessary
- Government agencies, including the Parliamentary Counsel Office (PCO), Cabinet Office, Treasury and the Department of the Prime Minister and Cabinet (DPMC).

## What you'll bring to LINZ




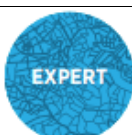
### Qualifications and experience

- At least five years of relevant policy experience working in either the public, private or local government sectors. At least two years of central government experience is essential.
- Tertiary qualification in a relevant discipline (social sciences, public policy, economics, law)
- In depth knowledge and successful practical experience of relevant policy frameworks and analytical tools
- Has and uses practical knowledge of Cabinet and parliamentary, and legislative processes and the functions of central agencies and reporting requirements
- Experience leading significant or complex policy projects, including across multiple agencies
- Experience briefing and preparing written documents for Ministers and senior leadership
- Proven ability to assess political situations and adjust work priorities accordingly
- Ability to use influencing skills in complex situations with competing priorities
- Proven experience influencing decision-makers in setting strategic direction
- Ability to identify and solve complex problems
- Able to coach and develop junior staff.


## Your leadership competencies



Everyone has an important leadership role to play at LINZ. The Leadership Success Profile describes the leadership competencies that will enable you to be successful in your role, align with our BEST values and help LINZ to be a high performing organisation.

### Top leadership competencies for your role

BEST leadership competencies			How you bring your BEST
	<b>Leading with influence</b>	Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.	<ul style="list-style-type: none"> <li>• Influencing up, down and across</li> <li>• Sharing skills and knowledge</li> <li>• Being an champion of change</li> </ul>
	<b>Enhancing organisational performance</b>	Drive innovation and continuous improvement, to sustainably strengthen long-term organisational performance and improve outcomes for customers.	<ul style="list-style-type: none"> <li>• Striving to be better everyday</li> <li>• Being creative</li> <li>• Growing from mistakes</li> </ul>
	<b>Curious</b>	Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for purpose decisions.	<ul style="list-style-type: none"> <li>• Questioning things</li> <li>• Asking 'what could we do?'</li> <li>• Seeking ideas and input from others</li> </ul>
	<b>Managing work priorities</b>	Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.	<ul style="list-style-type: none"> <li>• Focusing on what's important</li> <li>• Balancing BAU and long term objectives</li> <li>• Taking time to have fun</li> </ul>

### Leadership competencies for everyone at LINZ

BEST leadership competencies			How you bring your BEST
	<b>Achieving ambitious goals</b>	Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.	<ul style="list-style-type: none"> <li>• Working with pace and urgency</li> <li>• Making things happen</li> <li>• Being passionate about driving success</li> <li>• Celebrating achievements</li> </ul>

	<b>Engaging Others</b>	Connect with and inspire people; to build a highly motivated and engaged workforce.	<ul style="list-style-type: none"> <li>• Showing care and respect for others</li> <li>• Valuing diversity</li> <li>• Backing others to succeed</li> </ul>
	<b>Resilient</b>	Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.	<ul style="list-style-type: none"> <li>• Being optimistic</li> <li>• Demonstrating composure</li> <li>• Being open to failure and learning from it</li> </ul>

HR Delegation	Financial Delegation	Position Description last updated
N/A	N/A	April 2018
Refer to LINZ Delegations documentation for further information		