

Policy Advisor, Drinking Water Position Description

Business Unit	Regulatory
Location	Wellington
Type	Permanent fulltime
Last Updated	May 2023

Our tikanga

The tikanga of Taumata Arowai are based on the guiding principles of Te Mana o te Wai.

Kāwanatanga – lead by example by upholding and role modelling positive partnerships and behaviours based on kaupapa Māori principles, knowledge of local kawa and tikanga. Our thinking and practices are guided and informed by the principles of the Te Tiriti o Waitangi and Te Mana o te Wai.

Kaitiakitanga – ensure appropriate action is taken to steward, protect and preserve the integrity of the mauri, mana and ora of wai and tangata for the future. Our actions are guided and informed by mātauranga Māori-led change where kaitiakitanga can be exercised.

Manaakitanga – act in a mana enhancing way, with care and respect for the mauri, mana and ora of wai and tangata. Our work supports and respects the interests, strengths, and aspirations of wai and tangata for long term intergenerational sustainability.

Ko wai mātou | About us

Taumata Arowai is the water services regulator for Aotearoa New Zealand. It is a Crown entity governed by a Minister-appointed Board and advised on Māori interests and knowledge by Te Puna, a statutory Māori Advisory Group.

Te Mana o te Wai, Te Tiriti o Waitangi and the Water Services Act 2021 are central to our mahi. Taumata Arowai recognises that we need to develop strong relationships and work collaboratively across the sector. Effective relationships with iwi, Māori, the wider water sector, local and central government and across Aotearoa, are essential.

Our responsibilities are to protect and promote drinking water safety and related public health outcomes. We also have an oversight role in relation to the environmental performance of drinking water, wastewater and stormwater networks.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō tēnei tūranga mahi | About this role

Position Purpose

The Policy Advisor will develop policy analysis and advice to support the design and delivery of the Taumata Arowai policy programme.

Reports to	Policy Manager, Drinking Water	
Staff	Nil	
Key Relationships	Internal Policy Team Systems, Strategy and Performance Team Regulatory Team Corporate Team Managers and staff	External Central and local government Water suppliers Iwi Māori

Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs. Please be aware that you may be asked to work in an area outside your core role in a major emergency event.

Policy Design and Development

- Support the delivery of the policy programme for Taumata Arowai including regular monitoring against objectives and milestones
- Provide policy analysis and advice including the development of regulatory interventions and regulatory instruments
- Provide regulatory analysis to design guidance and advice on regulatory instruments
- Develop policies, procedures, and systems to support the regulatory framework
- Support the evaluation of key regulatory initiatives as part of sound regulatory stewardship
- Work closely with the Technical Advice and Analytics Team to incorporate research, data and insights into the development of policy
- Champion a culture of continuous improvement to enhance performance

Relationship Management

- Develop and maintain collaborative relationships with staff/kaimahi across Taumata Arowai to inform policy analysis and advice
- Develop and maintain productive working relationships with key external stakeholders in the water sector to achieve outcomes for Taumata Arowai
- Maintain a relationship between Taumata Arowai and other regulatory agencies to promote an integrated and aligned approach to policy development

Health & 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 in the event of an emergency
- Cooperate in implementing return to work plans

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification (Social Science, Arts, Public Policy, Law)
- G- Reg qualification desirable

Experience

- Experience providing policy analysis and advice
- Experience translating legislation into operational policy, procedures and business processes
- Experience developing regulatory policy
- Experience working in a regulatory environment within central or local government

Knowledge

- Understanding of the machinery of government and the public policy making process
- Understanding of contemporary regulatory frameworks and concepts
- Knowledge of the New Zealand regulatory environment
- Understanding of the political, social, economic, and environmental context in which Taumata Arowai operates

Skills and Attributes

- Well-developed policy analysis skills
- Ability to work under pressure and manage ambiguity and complexity
- Demonstrated ability to adopt innovative approaches to novel issues
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori
- Demonstrated ability to adopt innovative approaches to novel issues