



# POSITION DESCRIPTION

## POLICY ADVISOR

### OVERVIEW

The Policy & Projects team at Engineering New Zealand Te Ao Rangahau is looking for a Policy Advisor to support its response to climate change, three waters reform, infrastructure development, education, regulatory settings in the built environment, the regulation of the engineering profession, and others. This is a diverse role with exposure to a large cross-section of industry and government work.

### ABOUT US

Engineering New Zealand is the professional home for all engineers in New Zealand.

Our goal is to bring engineering to life so our members can engineer better lives for New Zealanders. We do this by creating greater connection within the industry and across society, greater recognition for the key role that engineers play in making our country an amazing place to live, and generating influence so the engineering voice is heard on issues that matter to us all. All of this is aimed at building credibility so New Zealanders have confidence and trust in the work that engineers do.

The policy and project work we do is varied and exciting. We are a small team with lots on. We offer a positive work environment, flexibility, and the opportunity to develop.

### KEY ACCOUNTABILITIES

#### Policy

- Contributes to proactive policy pieces on matters affecting New Zealand where the engineering voice should be heard
- Contributes to the development of documents that engage with members and Engineering New Zealand stakeholders on policy issues
- Keeps abreast of upcoming proposed regulatory changes, recommendations, and other policy activity
- Conducts research to clarify policies and develop new subject material
- Supports the development of effective clear submissions in response to discussion documents, Bills and other documents produced by Government agencies and other organisations
- Performs analysis, evaluations, and due diligence to make recommendations in support of policy and initiatives

## **Projects**

- Provides analytical support for key projects across the organisation

## **Stakeholder engagement**

- Develops and maintains strong working relationships with internal and external stakeholders
- Engages, collaborates, and coordinates stakeholders to provide and develop policy knowledge and analysis

## **Other**

- Works collaboratively with colleagues across all Engineering New Zealand teams
- Embodies the Engineering New Zealand values of being connected, credible, colourful, and people-centred
- Ensures adherence to the relevant Engineering New Zealand health and safety policies and procedures
- Ensures their own wellness, health, and safety within the workplaces, as well as that of colleagues
- Participates in other tasks, projects, and activities, as required

## **QUALIFICATIONS**

- A relevant tertiary qualification

## **CRITICAL COMPETENCIES AND BEHAVIOURS**

### **General skills/experience**

- Previous policy work experience an asset
- Strong analytical and problem-solving skills
- Excellent written and oral communication skills
- Ability to communicate complex information through written documents
- Interest in the engineering profession and matters that impact the profession
- The ability to build and maintain relationships
- A high level of initiative and energy to get the job done
- A high level of organisational and administrative skills with accuracy and an attention to detail
- A familiarity with the Microsoft suite of publications including Word, Excel, PowerPoint, and Outlook; and the ability to pick up new computer programs as required

### **Personality/attitude**

- Team player and natural collaborator
- Self-starter
- Delivery focused
- Pays attention to detail
- Flexible and willing to pitch in with other team tasks