



POSITION DESCRIPTION, DUTIES AND RESPONSIBILITIES
POLICY ADVISOR, SOCIAL SERVICE PROVIDERS AOTEAROA INC.

POSITION TITLE: POLICY ADVISOR		REPORTS TO: CEO, Te Pai Ora SSPA	LOCATION: Based in Thorndon, Wellington.	DATE: May 2025
POSITION OVERVIEW <p>This role will be responsible for providing analytical support and policy advice. This role will be responsible for carrying out a work programme to advance the Te Pai Ora SSPA strategic plan and also respond to emerging policy issues. In order to be successful, this role requires a person with strong analytical capability, judgment and ability to prioritize across competing tasks.</p>				
HOURS OF WORK <p>The position is fulltime, a part-time arrangement of at least 30 hours can be considered. To be worked during standard office hours.</p>				
KEY DUTIES AND RESPONSIBILITIES: <p>The Policy Advisor will lead the policy portfolio for Te Pai Ora SSPA through the following areas of work:</p>				
AREA	MAJOR ACTIVITIES		KEY PERFORMANCE INDICATORS	
Policy advice	<ul style="list-style-type: none">Develop an annual policy work programme for approval by the CEO.Prepare papers and other forms of advice in line with the policy work programme.Maintain an overview of the key policy developments impacting on Te Pai Ora SSPA and its membership.Provide briefings to the CEO and National Executive to support their roles and decision-making.		<ul style="list-style-type: none">Annual policy work programme is approvedTe Pai Ora SSPA policy papers reflect a timely, evidence-based and constructive approachTe Pai Ora SSPA has contributed to the key policy developments affecting the sector	
Information gathering and analysis	<ul style="list-style-type: none">Identify issues and trends relevant to Te Pai Ora SSPA's areas of work.Gather and analyse information to form the basis of Te Pai Ora SSPA's input to policy issues including legislation, policy proposals by government, cross-sector projects.		<ul style="list-style-type: none">Information provided is accurate and comprehensiveInformation is communicated in a timely way and appropriate to the audienceKey data and trends are identified	



AREA	MAJOR ACTIVITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Maintain an overview of key information relating to the social services sector and establish a core information database (qualitative and quantitative). 	
Relationship Management	<ul style="list-style-type: none"> Maintain positive relationships with key stakeholders in government, policy and research networks, provider groups and others. Represent Te Pai Ora SSPA in external project teams, working and advisory groups. 	<ul style="list-style-type: none"> Strong relationships are developed and maintained with key stakeholders Active contribution made to cross-agency work
Engagement with members	<ul style="list-style-type: none"> Maintain regular and timely communication to members about current and emerging issues that impact on their services and operations. Establish and support issues-based forums that provide opportunities for members to input to Te Pai Ora SSPA policy and strategy regionally and nationally. 	<ul style="list-style-type: none"> Metrics on uptake of Te Pai Ora SSPA communications by members Members input to Te Pai Ora SSPA policy, strategy and submissions
Contribution to the team	<ul style="list-style-type: none"> Maintain an understanding of the overall Te Pai Ora SSPA work programme and provide information to colleagues that assists them in their work. Contribute to strategic and business planning. 	<ul style="list-style-type: none"> Strong team culture and collegial working environment Work programme and strategy reflects policy advice and emerging issues
Health and safety	<ul style="list-style-type: none"> Carry out all responsibilities as set out in the Te Pai Ora SSPA Health and Safety Policy and Procedures. 	<ul style="list-style-type: none"> No harm to self or others

KEY WORKING RELATIONSHIPS:

- Te Pai Ora SSPA team members
- Te Pai Ora SSPA National Executive
- Policy advisors across the NGO sector and in government
- Te Pai Ora SSPA members
- Universities, research bodies, information providers nationally and internationally



PERSON SPECIFICATION:

- Strategic thinker who is also able to consider implementation issues
- Expertise developing policy or analysis
- Applied understanding of Te Tiriti o Waitangi in the social services context
- Flexible, adaptable and willing to pitch in
- Proven ability in managing relationships
- Excellent and confident communication skills, both written and verbal
- An ability to work with minimal supervision and to deadlines and be self-motivated
- Team player, able to contribute to the work of others
- We value and recognize tikanga me ona te reo Māori skills
- Understanding and empathy towards the values and mission of Te Pai Ora SSPA and its membership

Must have a Bachelor's Degree or higher in Arts, Economics, Law or a related field.