# POSITION DESCRIPTION

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| **POSITION DETAILS** | |
| **Position Title:** | Advisor, [Operational Policy or Regulatory Frameworks] |
| **Agency:** | WorkSafe New Zealand |
| **Group:** | Better Regulation |
| **Location:** | Wellington |
| **Date:** (review or creation) | January 2018 |
| **POSITION PURPOSE** | |
| The Policy and Practice team drives quality improvement of the health and safety regulatory system and supports its effective implementation. Policy and Practice is made up of three contributing teams – Operational Policy, Regulatory Frameworks and Regulatory Practice. Policy advisors in these teams work to ensure that WorkSafe’s regulatory frameworks remain fit for purpose, that its regulatory functions are evidence-based and accurately reflect legislative and policy requirements, and that managers and staff know what is expected of them.  Policy Advisors will:   * lead and support a variety of service and regulatory design initiatives; * provide advice on legislation and policy to ensure good practice outcomes are implemented; * lead the detailed design and development of operational or regulatory policy; and participate as team members on larger projects.  |  | | --- | | It is expected that the position holder will commit to maintaining their own technical competence through WorkSafe professional development opportunities. | | |
| **REPORTS TO** | |
| This role reports to the Manager, [Operational Policy or Regulatory Frameworks].   |  | | --- | |  | | |
| **KEY RELATIONSHIPS** | |
| **External:**   * Regulatory agencies within New Zealand and overseas * Key Government agencies and contacts * Sector and Industry organisations * Key external stakeholders including relevant interest groups   **Internal:**   * Managers and other staff within WorkSafe NZ * Key Service delivery managers and staff in other business groups * Members of the Senior Leadership Team | |

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| **KEY RESPONSIBILITIES** |
| |  |  | | --- | --- | | Responsibilities of this position are expected to change over time as WorkSafe responds to those changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.   * **Operational/Regulatory Policy Delivery –** Effectively translate higher level business goals and strategies into operational practice. Analyse problems by collecting available data, eliciting additional information, sifting out irrelevancies, constructing an accurate picture of the situation and distilling the key issues. Evaluate solutions critically on the basis of logical assumptions, factual information, resource constraints and WorkSafe values, and recommend an appropriate solution. Deal with concepts and complexity comfortably and demonstrates agility. Accurately scope out length and difficulty of tasks and projects by breaking down work into the process steps and setting achievable objectives and goals in order to deliver on time. * **Relationship Management –** Build and maintain effective relationships and partnerships with internal and external stakeholders. Assist the team to leverage relationships to gain agreement and commitment from others and transfer knowledge and learning from the team to the wider organisation. Participate as an active team member and contribute knowledge and expertise needed to achieve outcomes. Represent whole-of-Agency views and protect WorkSafe’s reputation in external interactions. * **Problem Solving –** Apply appropriate analytical techniques or models to problem definitions and analysis. Produce a range of scenarios or hypotheses. Look at combinations of solutions and their impacts which are based on logical assumptions, factual information, resource constraints and WorkSafe NZ values. Develop and implement new ideas into workable projects and activities. Make good decisions based upon a sound mixture of analysis, experience and judgement; many of his/her solutions and suggestions turn out to be correct and accurate when judged over time. * **Communication –** Present and express ideas effectively in a range of contexts and settings, adjusting style and language to the context and the message. Communicate and interpret messages with clarity and accuracy. Effectively deliver in a variety of formal presentation settings: one–on–one, small and large groups, with peers, direct reports and leadership inside and outside of the organisation on controversial topics. Produce written material of a high quality, tailored to the audience, from frontline operational staff to senior leaders WorkSafe NZ.  |  | | --- | | **CORE BEHAVIOURAL EXPECTATIONS** |  * **Action-Oriented** – Take responsibility for own work, recognise the opportunities they have to learn from more/differently experienced team members, and act with a minimum of direction. Be a self-starter who knows when to seek input. Have a growth mindset. |  * **Health and Safety –** Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Display commitment through actively supporting all safety and wellbeing initiatives. * **Self-Management –** Take responsibility for own behaviour and is open to development. Model the desired values and culture of the agency and deliver a targeted service to internal and external stakeholders. Work to a high standard and always look for ways to do things better. * **Organisational Commitment -** Role model the standards of Integrity and Conduct for the Agency while compiling with all legislative requirements. Contribute to the development of, and help promote and build commitment to the Agency’s vision, mission, values and services. |
| **PERSON SPECIFICATION** |

**Skills and Experience**

* Recent experience of interpreting and applying legislation
* A relevant Tertiary qualification
* Experience in providing strategic and operational policy advice, ideally in a regulatory environment (preferably a minimum of two years)
* Excellent critical thinking and research skills, and an ability to work with ambiguity and uncertainty
* Excellent written and verbal communication skills
* Ability to plan, prioritise and organise work effectively and efficiently to deliver results within the required timeframe
* An understanding of the principles of the Treaty of Waitangi in a service delivery environment
* Knowledge of regulatory intervention models, risk management frameworks, and Project Management methodology
* Knowledge of Health and Safety legislation is preferred
* Computer literate including Microsoft Office suite.

There may be some travel requirements for the position holder.