

Fish & Game New Zealand – Job Description



| | |
|---------------------------|--|
| Role Title: | Policy Adviser (Intermediate) |
| Reporting to: | Chief Executive |
| Direct reports: | N/A |
| Key relationships: | F&GNZ Council Staff, Policy Adviser Regional Managers, external stakeholders |
| Date updated: | 5 December 2019 |

Purpose

To provide assistance with internal policy, procedures, rules and guidelines, relevant legislation and statutory obligations for the organisation.

Provide advice on policy and research to support the NZ Fish & Game Council's strategic direction.

Key Responsibilities

- Review, manage and maintain policy for internal application.
- Provide advice on environmental and conservation matters.
- Assist with internal communications and media as appropriate.
- Provide advice on the Conservation and Wildlife Acts and other relevant legislation.
- Assist the Chief Executive to prepare operational, planning and reporting documentation.
- Supports the preparation of submission on draft legislation or other central Government policy matters.
- Assist the promotion of consistently applied standard operating procedures by all Fish and Game Councils.
- Prepare responses to routine enquiries and requests from external stakeholders.
- Working closely with Chief Executive, F&GNZ Council Staff and Regional Managers, adding value at an operational level.
- Carry out other tasks as required by the Chief Executive from time to time.

Monitoring & Reporting

Monitor and respond to regulatory and legislative changes as required on matters liable to affect sports fish and game and/or the interests of anglers and hunters.

Relationship Management

- Maintains relationships across a range of functions and locations to represent the interests of Fish and Game.
- Actively seeks to build and maintain a network of contacts relevant to the role.

Risk Management

- Identify legal risks and issues.
- Incorporate identified risk management solutions into planning and administrative processes.

Capability Development

Takes responsibility for own professional development and seek opportunities to advance role capability.

Personal Attributes

- Post graduate degree in public policy, or science, or resource management or other relevant discipline
- Demonstrated policy experience
- Excellent communication and interpersonal skills
- Strong research and report writing capabilities
- Knowledge of and/or experience with the Conservation and Wildlife Acts, the ability to critically analyse policy and relevant legislation to prepare submissions advocating Fish and Game interests.
- An understanding of how NZ parliament operates and government policy is developed
- Ability to establish priorities, manage projects and work efficiently and effectively with minimum supervision.
- Demonstrates initiative and personal drive.
- Must be a NZ citizen or hold a residence class visa.