



POSITION DESCRIPTION

Position title	Senior Advisor Regulation	Job band	G
Group	Strategic & Regulatory Services	Reports to:	Manager Regulation
Location	Wellington	Staff responsibilities	Nil
Financial delegations	Nil	Job level	2

Organisation profile

The EPA is a Crown entity established under the Environmental Protection Authority Act 2011. The EPA's objectives, as set out in this Act, are to contribute to managing New Zealand's environment and resources, and meet its international obligations. The EPA also operates under a number of other environmental Acts and with other government organisations that contribute to New Zealand's natural resources sector, working with applicants, submitters, and a wide-range of communities and people.

Our Vision

Our vision is **an environment protected: enhancing our way of life and the economy** and we place significant importance on:

- understanding our customers and placing them at the centre of our work (Customer Centric)
- working or partnering with others, both within New Zealand and internationally (Partnership Plus)
- providing a clear, authoritative voice and sharing our knowledge (One EPA)
- delivering our work through capable and empowered staff (People Potential)

Our Values

- Passionate people working as One EPA
 - Big ideas, bold goals and aspirations
 - Who we are, our identity and our purpose
 - Our customers and partners and service to the nation
 - Scientific endeavour, mātauranga Maori, and evidential decision making
 - Being full of life through diversity of people and ideas
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Group purpose

The Strategic & Regulatory Services Group supports the EPA by providing sophisticated future thinking, enabling operational excellence and providing specialist advice on organisation-wide issues of reputation and risk. This includes:

- driving a programme of media and public awareness activities to build the EPA brand and profile
- leading sophisticated future thinking.
- monitoring and evaluating national and international regulatory practices, including coordinating international monitoring and reporting obligations
- contributing to international liaison and to agencies involved in negotiating international agreements
- ensuring decision-makers are aware of legal risk and management options, monitoring existing legal practises, internal procedures and policy and providing legal and strategic advice on issues affecting the main functions of the EPA
- working in partnership with the operational groups to develop and deliver clear, simple guidance information to assist regulated communities and the public to meet their obligations, and applicants and stakeholders engage with the EPA.
- championing regulatory operational excellence
- assisting in the communication of decisions and decision-making processes to enable participation in a transparent decision-making process.
- leading the EPA work on the development, reform and maintenance of legislation, tertiary instruments, and standards across the various statutes EPA operates

Position purpose

The purpose of the Senior Advisor Regulation position is to lead the development of high-quality, well-researched and reasoned advice and practice to enable operational and regulatory excellence across the EPA. The Senior Advisor will be responsible for working closely with the Hazardous Substance and New Organisms Group or the Climate, Land and Oceans Group to assist in the identification of their key regulatory needs.

The Senior Advisor Regulation is required to work closely with external agencies and the industry and to build and manage effective relationships with them and influence their work. It is also expected that the Senior Advisor will take an active role in mentoring staff.

Key accountabilities

Key accountabilities define the responsibilities and measurable outcomes (i.e. performance measures) required by staff to successfully perform in their respective positions. They comprise both general and technical competencies.

General accountabilities

Accountability	Performance measures
<p>Relationship management</p> <ul style="list-style-type: none"> • Develops and maintains relationships, and engages collaboratively with internal customers, key stakeholders and clients. • Actively supports our customer-focused culture by providing timely, high quality, relevant advice and service delivery to internal and external customers. 	<ul style="list-style-type: none"> • The needs of all parties are met in a timely and effective way.
<p>Team contribution</p> <ul style="list-style-type: none"> • Regularly demonstrates a positive, open and collaborative manner when contributing to their team, wider group and the EPA's objectives and activities. • Shares expertise and knowledge within own team, across wider group and the EPA. 	<ul style="list-style-type: none"> • Contribution to the team enhances the team wellbeing and helps improve the productive output of the team.
<p>Personal development</p> <ul style="list-style-type: none"> • Takes individual responsibility for seeking internal or external learning opportunities to enhance expertise and/or further career growth. 	<ul style="list-style-type: none"> • Has established and is working through a personal development or career development plan with manager.
<p>Health and wellbeing</p> <ul style="list-style-type: none"> • Takes responsibility for continuously upholding EPA's health and wellbeing policies by: <ul style="list-style-type: none"> ○ reporting all hazards, accidents, incidents and near misses ○ practicing safe work methods to prevent injury or illness ○ actively participating in health and wellbeing initiatives including suggesting any improvements. 	<ul style="list-style-type: none"> • Accidents or incidents are reduced as a result of proactive health and safety practices.
<p>Treaty of Waitangi obligations</p>	<ul style="list-style-type: none"> • The individual considers the effect on Māori when undertaking their

Accountability	Performance measures
<ul style="list-style-type: none"> Establishes effective relationships with Māori and other stakeholders to ensure that obligations under the principles of the Treaty of Waitangi are met. 	<p>job and contributes to the enhancement of the EPA's relationship with Māori.</p>

Technical accountabilities

As Senior Advisor Regulation you will be responsible for the following:

Accountability	Performance measures
<p>Leading policy development</p> <ul style="list-style-type: none"> Champions a culture of regulatory excellence across the EPA Actively contributes and influences, through the provision of insight, ideas and expert advice, to the development of effective regulation for the EPA. This influencing needs to occur across government. Leads and co-ordinates the EPA's regulatory policy activity for one of the relevant Environmental Acts (HSNO, EEZ, RMA NSP) or significant areas of ongoing pieces of work such as reviewing EPA fees and charges Proactively seek opportunities to provide policy services across the EPA Provide analysis and advice (and where relevant drafting instructions) with respect to the development of new and/or amendments to legislation and regulations Promotes a culture of continuous improvement 	<ul style="list-style-type: none"> Recognised as adding value to the EPA-wide regulatory excellence work programme through the provision of high quality specialist advice Recognised as a key participant and influencer both internally and externally Proven constructive relationships at all levels both internally and externally Stakeholders are well informed, e.g. the Board, ELT, OLT, Teams, Groups, external agencies etc. Evidence of increased customer satisfaction, confidence and trust (through a survey) The operational group's policy needs are met in terms of agreed standards and timelines Issues that require regulation/legislation changed are progressed to MfE for action
<p>Influence policy of other agencies</p> <ul style="list-style-type: none"> Actively engage and influence relevant policy programmes of relevant agencies (MfE, MBIE, MPI) 	<ul style="list-style-type: none"> The EPA's (cross-organisational) view is incorporated into policy proposals of other agencies Recognised as a key participant and influencer by other agencies
<p>Stakeholder Management</p>	<ul style="list-style-type: none"> Relationships facilitate and add value to the delivery of the work plan and programme

Accountability	Performance measures
<ul style="list-style-type: none"> Actively support the EPA’s customer centricity and partnerships approach by providing timely, high quality, creative and forward-thinking relevant advice and services to internal and external customers Maintain internal and external networks in order to influence and leverage others to achieve enhanced delivery of the work plan 	<ul style="list-style-type: none"> Stakeholder engagements are well planned Recognised as a key participant and influencer both internally and externally
<p>Coaching and Mentoring</p> <ul style="list-style-type: none"> Contribute to developing the Team’s capability by coaching and supervising other members of the Team in the delivery of the work programme Contribute to the quality of the leadership, services and advice from the Team by providing robust peer review of deliverables and supporting the work of more junior staff. 	<ul style="list-style-type: none"> Effective delegation and monitoring is received by members of the Regulation Team Effective delegation and monitoring enables the work plan and programmes to be delivered efficiently and effectively

In addition to the key accountabilities and performance measures outlined in this position description, a comprehensive set of performance criteria will be developed by the Manager regulation and the Senior Advisor Regulation to clearly establish performance expectations and review performance on a regular basis.

Key working relationships

All staff are responsible for developing and managing key working relationships with internal customers and stakeholders they may liaise with in the course of their positions. This position liaises specifically with:

Internal

- Executive Leadership Team (ELT) and the Operational Leadership Team (OLT)
- Managers and staff across all groups
- The EPA Board and its committees in their decision-making and policy roles

External

- Officials from government departments and other agencies, including the Minister’s office
- International agencies and jurisdictions as appropriate
- Stakeholders

- Consultants and contractors as required

Appendix 1: Technical competencies

To be performing successfully in this position, the following essential and/or desirable qualifications, experience, knowledge and skills are required.

Qualifications	Experience	Knowledge	Skills
<ul style="list-style-type: none"> • A tertiary qualification in a relevant area of expertise (e.g. environmental management/analysis, science, public policy, economics or law) • A post graduate qualification is preferred. 	<ul style="list-style-type: none"> • Senior level experience in an advisor/analytical/policy role or equivalent • Some experience/working with local or central government preferred • Networks in central and local government, other regulators, enforcement agencies and industry in NZ and internationally • Demonstrated experience managing complex projects • Demonstrated ability of developing and maintaining enduring relationships at all levels across an organisation 	<ul style="list-style-type: none"> • Sound knowledge of policy frameworks and policy development process • Good working knowledge of machinery of government • Sound understanding of regulatory systems • Specialist technical knowledge of one or more of New Zealand's natural resources sectors, environmental legislation, or the international policy environment 	<ul style="list-style-type: none"> • Strategic agility • Political savvy • Intellectual ability, including problem solving and analysis • Demonstrated interpersonal skills with a high degree of EQ • The ability to influence those who do not have a direct reporting relationship • Excellent verbal and written communication skills • Agile and flexible working style • Sound level MS Suite applications (i.e. Word, Excel and Outlook)

Appendix 2: EPA core competencies Level 2* (in addition to Level 1)

The core competencies refer to the individual attributes or characteristics, such as motives, attitudes and values, for performing the 'how' of tasks or activities by staff in their positions. The following competencies are aligned with our vision, mission and values. *(Refer to EPA Core Competency Framework for further information).

Communicating and connecting	Big picture thinking	Applying knowledge	Day to day delivery	Leadership
<ol style="list-style-type: none"> 1. Takes on a peer review and mentoring role in teams. 2. Provides support to other team members to resolve conflict. 3. Anticipates changes in stakeholder needs and expectations. 4. Identifies other people's expectations and manages response to concerns. 	<ol style="list-style-type: none"> 1. Identifies wider issues and problems that may impact on own work objectives. 2. Identifies what issues need to be communicated to management. 3. Demonstrates an understanding of the risks to the EPA and to the Government of own actions/inactions. 	<ol style="list-style-type: none"> 1. Identifies broader influences that may impact on own work. 2. Provides guidance and coaching to others. 3. Takes preventative action to ensure risks are mitigated and escalates if there are organisational impacts. 4. Applies learnings from experiences to new and different situations. 	<ol style="list-style-type: none"> 1. Draws on expertise to make connections across diverse sectors. 2. Thinks laterally, identifies and implements improved work practices. 	<ol style="list-style-type: none"> 1. Develops skills to coach staff. 2. Motivates and inspires peers.