# Position description: Policy Advisor (Auckland)

Reports to: Chief Executive

Day-to-day supervision by: Communications and Engagement Manager

Day-to-day supervision of: None

Remuneration: As per individual employment agreement

Hours of work: 20 hours per week

Location: Auckland and Northland

Date: 12 January 2024

## About the Disabled Persons Assembly NZ (DPA)

DPA is a not-for-profit, pan-impairment disabled people’s organisation, which is run by and for disabled people.

We work on systemic change for the equity of disabled people, driving change through:

* leadership – reflecting the collective voice of disabled people, locally, nationally, and internationally
* information and advice – informing and advising on policies impacting on the lives of disabled people
* advocacy – supporting disabled people to have a voice, including a collective voice, in society
* monitoring – monitoring and giving feedback on existing laws, policies, and practices about and relevant to disabled people.

## Purpose of the position

The Policy Advisor (Auckland) is responsible for researching, developing and submitting policy advice for DPA to both central government agencies and to local government organisations, such as city and regional councils in the Auckland and Northland regions.

## Key functions

* Assist in ensuring that the voice of disabled people is listened to and represented effectively in the machinery of government to influence policy that has a direct or indirect impact on the lives of disabled people.
* Advise and inform the Policy Team and other DPA stakeholders about issues that impact on disabled people.
* Keep up to date with relevant reports and research relating to disabled people, and ensure that key findings, data and recommendations are shared with the DPA Chief Executive and the DPA Policy and Communications Teams.
* Attend meetings and work alongside Policy Team members and other DPA stakeholders to produce evidence-based policy advice and submissions to central Government.
* As directed by the Communications and Engagement Manager, liaise with Kaituitui and through them with local members on regional policy submissions and act as the conduit for regional input into DPA policy considerations through the Kaituitui and Regional networks,
* As directed by the Communications and Engagement Manager, build relationships with key stakeholders in local government across the Auckland and Northland regions, e.g. councillors, council staff,
* Identify and develop cross-over policy work involving both central and local government issues, e.g. around transport, housing, community development, accessibility.
* Assist in the development of regular reports to the DPA Executive and its members on policy matters of current interest.
* Design and implement projects that further the work of DPA.

## Knowledge skills and experience

* Excellent interpersonal and communication skills.
* Understands and is committed to a disability rights-based policy approach grounded in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and Te Tiriti o Waitangi.
* Well-developed analytical and strategic skills.
* Proven experience in the development of policy and submissions.
* Ability to design and successfully implement projects.
* Personal experience of disability and/or identifies as a disabled person.
* Experience working with the disabled community and the wider disability sector at a local, regional or national level to develop agreed outcomes.
* Experience working with central and local government agencies at a strategic and policy level.

## Competencies

### Working with people

* Demonstrates an interest in, and understanding, of others.
* Can adapt to the team and foster team spirit.
* Has excellent interpersonal skills and adapts communication style to the audience.
* Has an empathetic approach.
* Demonstrates cultural awareness.
* Demonstrates insight and an awareness of own strengths and weaknesses.

### Building and maintaining relationships

* Able to build wide and effective stakeholder network to support and promote the work of DPA.
* Demonstrates relationship building and conflict resolution skills.
* Demonstrates a mana-enhancing approach in their interactions with disabled people.

### Persuading and influencing

* Makes a strong positive credible impression on others.
* Can gain agreement and commitment from others by persuading, influencing and negotiating.
* Expresses opinions, information and key points of an argument clearly.
* Responds quickly to the needs of an audience and to their reactions and feedback.

### Reporting and analysing

* Prepares reports which are succinct and accurate.
* Avoids the unnecessary use of jargon or complicated language.
* Structures information to meet the needs and understanding of the intended audience.
* Analyses qualitative and quantitative data and information from a range of sources to inform advice.
* Makes rational judgements from the available information and provides analysis consistent with upholding disability rights.
* Produces workable solutions to a range of problems.
* Understands how to effect systems change.
* Gathers comprehensive information to support decision-making.

### Delivering results and meeting stakeholder expectations

* Sets high standards for delivery of their own work and that of others.
* Demonstrates a high level of skill in initiating and delivering projects that involve diverse stakeholder groups.
* Consistently achieves project delivery on time and in budget.