

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title:	Policy Manager
Division:	Office of the Lord Mayor
Unit:	Office of the Lord Mayor
Management Level:	Section Manager

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Chief of Staff

Titles of Positions which report to this position:

Policy Officers (4)
Admin Officer (1)

Contractors for which this position is responsible:

None

3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to coordinate the work of the Policy Team to provide the Lord Mayor and Chief of Staff with timely, high quality strategic support and policy advice.

4. POSITION OBJECTIVES

The major objectives to be achieved by the incumbent are to:

- Support the Lord Mayor to implement her commitments, vision and program of work for the City of Sydney, particularly as set out in Sustainable Sydney 2030.
- Provide the Lord Mayor and Chief of Staff with high level and strategic advice, research and briefing material on relevant internal and external issues, within critical timeframes.
- Enable the Lord Mayor to continue the professional, effective and efficient operation of Council meetings, Committees meetings and the CSPC.
- Work with the Chief of Staff, Deputy Chief of Staff and the Office of the Lord Mayor, especially the Communications, Protocol and Executive Support

Managers, to anticipate significant issues and manage them on a strategic and proactive basis.

- Coordinate, supervise, support and provide leadership for the Policy Team to ensure it operates effectively to develop timely and high quality advice, research, briefs, speeches, correspondence and other material as required by the Lord Mayor or Chief of Staff.
- In consultation with the Chief of Staff and Deputy Chief of Staff, facilitate forward planning and strategic thinking within the Office of the Lord Mayor and the City of Sydney generally.
- Review and evaluate relevant reports, documents, financial information, correspondence and invitations, liaise with Council staff and make recommendations to the Chief of Staff or Lord Mayor, as required.
- Liaise and negotiate with representatives of government, community, business and constituent groups, and represent the Lord Mayor as required.
- Maintain the highest ethical standards, exercise discretion, maintain confidentiality and ensure sensitive issues are handled appropriately.
- Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Manage the workflow of the Policy Team to ensure the Lord Mayor receives effective strategic and policy advice on relevant internal and external issues, including input into briefing notes, position papers, speech notes, reports, publications and correspondence as required.
- Ensure that the Lord Mayor has high quality and timely briefing and speaking notes for her roles chairing Council, Committees and CSPC and participating in other meetings, forums or organisations.
- Work with the Chief of Staff, Deputy Chief of Staff and Communications Manager to anticipate and deal with issues on a proactive basis, and respond quickly as they arise.
- Coordinate the preparation of correspondence and other responses to community/public requests to the Lord Mayor to ensure responsive, timely, informative, practical and compassionate outcomes.
- Initiate and co-ordinate policy work to identify innovative and practical solutions to complex issues affecting the City, including initiatives of other major cities around the world.

- Co-ordinate the review of reports, documents and financial information relevant to Council and make recommendations to the Chief of Staff and Lord Mayor.
- Prepare and review speech notes and/or speeches as required, ensuring accuracy of information, relevance to the subject, incorporation of relevant background material, and that wording is concise and appropriate for the audience and context, addressing relevant issues.
- Review briefing papers for the Lord Mayor to ensure recommendations and issues are communicated succinctly, accurately and adequately to assist with the decision making process.
- Liaise as required with a wide range of Government representatives, members of the public, community groups and constituents, business sector and key internal and external stakeholders to facilitate communication and successful completion of major projects or initiatives.
- Ensure that advice is underpinned by accurate and factual research of key issues and trends particularly those expressed by Councillors, residents, businesses, community groups and visitors.
- Ensure the highest ethical standards are maintained, discretion is exercised, confidentiality is protected and sensitive issues within the office are handled appropriately.
- Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity, Occupational Health and Safety, and Rehabilitation.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Section Unit Managers must actively participate in all aspects of the Safety Management System (SMS). Section Unit Managers have the following responsibility, authority and accountability:

- Implement risk management activities and have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Actively promote consultation, WHS training and access to information to ensure safe work procedures are understood and followed
- Manage, implement and advise workers when changes have been made in the workplace (i.e. systems of work, risk assessments)

- Report hazards and any work-related injuries/illness as soon as practicable; take reasonable care; and take immediate steps to investigate and rectify any risk to health, safety and welfare.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix

7. AUTHORITY TO ACT

- The position holder has significant autonomy in liaising with internal and external stakeholders to conduct research, consult and participate in meetings and discussions within broad parameters as determined by the Lord Mayor and Chief of Staff.
- The position involves the development strategies and policies appropriate to the current and future issues of the Council requiring substantial experience, sound judgment and very well developed analytical skills.
- The position holder is responsible for analysing, providing high level advice, anticipating and negotiating to resolve issues at a senior level and dealing with confidential, contentious and politically sensitive issues.
- The incumbent has the authority to ensure that the smooth flow of operations, providing the actions are consistent with the responsibilities of the position, subject to consultation with the Lord Mayor and Chief of Staff, and consistent with corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Commitment to achieving the objectives of Sustainable Sydney 2030 in line with the Lord Mayor's vision and program of work for the City of Sydney.
- Organisational and time-management skills to meet critical and sometimes changing deadlines in a fast-paced high-volume work environment.
- Staff management skill to support the Policy Team to deliver high quality and timely results, including capacity to work cooperatively in a team environment.
- Superior written and oral communication skills, including a flexible, concise and clear plain-English style.
- High-level experience preparing policy analysis, briefing notes, speeches and/or complex correspondence.

- Sound knowledge and understanding of political processes affecting city government, including the relationship with state and federal government.
- Experience in several relevant policy areas, such as urban design, planning, architecture, heritage, transport, environment, public space, business, community or social issues.
- Experience and skill in dealing with people across executive, representative, corporate and community, including capacity to represent the Lord Mayor.
- Maturity, flexibility, discretion and sound judgement.

Desirable Criteria

- Knowledge of policy issues and legislation relevant to the City of Sydney and inner Sydney.
- Tertiary qualifications in a relevant field.