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LIKE IT IS



ALLEN+CLARKE

## Policy Manager

We are a public policy consultancy that provides services to government and private sector clients in New Zealand, Australia and the Pacific. Our people are flexible, hardworking and committed. They know how to work with pace and can capably work on multiple streams of work without dropping the ball. They are good at identifying opportunities, risks and issues and mitigating them to ensure a project's success. Our projects can be long or short term. They can be individual or team-based. They may involve working at our offices or in-house with the client.

We are looking for an experienced policy manager to join our Secretariat and Programme Support Practice. Come join us if you:

- have a sound knowledge of the various stages of the policy cycle, policy systems and processes, governance, and supporting decision-makers to make and implement robust and effective decisions
- enjoy delivering practical solutions in a fast-paced policy environment
- enjoy looking after staff and investing your time to help them develop and grow
- have a variety of experience in the areas that we work and are keen to work on a variety of projects for a range of clients
- have ability to plan, manage and see high-quality policy projects through from inception to completion
- like networking and meeting new people, and
- have experience in managing diverse relationships and a strong client focus.

We think the best candidates will have 8+ years' experience in a policy role, preferably for a public sector organisation. Demonstrated experience in managing and mentoring staff is essential.

If you have any questions or would like a copy of the position description, please contact Philippa Tinetti on 04 890 7300 or [recruitment@allenandclarke.co.nz](mailto:recruitment@allenandclarke.co.nz).

To apply, please email a covering letter and your CV to Philippa at the above address.

Applications close at 5pm Sunday 16 September 2018. Interviews are likely to be held in early October 2018.