

Position Description

Position Details			
Role	Policy Analyst	Position Type	1.0 FTE
Reports to	Advocacy Manager	Direct Reports	0
Business Division	Advocacy	Date	May 2019

TIA Overview

About TIA

Tourism Industry Aotearoa (TIA) is the only independent association that represents all sectors of New Zealand's large and diverse tourism industry. We are vocal supporters of our industry, working to ensure tourism gets the recognition it deserves as a vital contributor to the country's economy and social health.

We have some 1600 members ranging from large publicly listed corporates to small B&Bs. Collectively our members make up around 85% of New Zealand's tourism turnover. The more members and support TIA has, the stronger our collective voice and the more influence we have on policy and decision making.

We lobby local and central government to shape policies and create an environment that helps our industry grow and flourish. We led development of the industry's Tourism 2025 growth framework which aims to almost double annual tourism revenue to \$41 billion by 2025. We provide leadership on matters that impact on the competitiveness and success of the tourism industry.

TIA Purpose and Vision

- Purpose - Shaping Tourism for the ongoing benefit of Aotearoa and our people
- Vision - Leading the world's most sustainable tourism industry

Our core beliefs

People Matter

- We support one another and have fun together in and out of the workplace
- We act with integrity and respect towards all
- We work collaboratively and strengthen our workplace relationships

Share The Passion

- We are authentic and passionate in our leadership of the industry
- We share and celebrate our achievements

Take It On

- We take responsibility and pitch in as a team
- We encourage a can-do attitude

Make A Difference

- We have a positive impact on the people around us
- We boldly embrace challenges
- We embrace innovative and creative solutions

Purpose of the Position

The Policy Analyst has an important role to contribute to and inform the organisation's policy development process. They have the technical expertise and industry knowledge to produce high quality policy work. This will require research, data analysis, stakeholder engagement, tourism trend analysis and critical and innovative interpretation of information and issues.

Advocacy Team Objectives

The Advocacy Team has a key role in ensuring TIA is leading, influencing and delivering against the goals of the Tourism 2025 growth framework. The team needs to maintain high levels of engagement with industry stakeholders, policy makers and decision makers to ensure TIA is able to promote and influence policy settings that support sustainable tourism growth, improved productivity and enhanced visitor experiences.

The team must ensure relevant, reliable and timely advocacy and policy work is driving better decision-making across the industry. The team works with public and private entities to deliver policy that is of value to the tourism industry.

The team also provides input into wider organisational priorities including strategic planning, business planning, membership recruitment and retention, events and revenue generation.

Key Results Areas (Expected Performance Outcomes)

Key Role Deliverables

- Analyse complex policy issues impacting on the visitor economy.
- In conjunction with the advocacy team establish TIA's position/response on policy issues and clearly communicate the key findings backed by relevant insight and strong stakeholder engagement.
- Produce written work of a high standard including submissions, letters and reports.
- Maintain an information system that enables early identification of significant changes in the tourism operating environment (including political, economic, social, legal) and if required bring forward for further analysis via advocacy and policy meetings.
- Develop and maintain networks within the tourism industry, central and local government to advance tourism policy formation. This includes attending and contributing to advocacy and policy meetings.
- Maintain a current understanding of the tourism environment and the major issues impacting on tourism operators.
- Confidently articulate, discuss and present policy findings in

	<p>both written and oral form.</p> <ul style="list-style-type: none"> • Work with central/local government and TIA members including other Associations to deliver on policy projects. • Contribute to TIA communications, publications and presentations. • Support the broader advocacy team on strategic issues that require a 'deep dive' of information. • Other projects as agreed with the management team.
--	--

Experience	
Qualifications	<ul style="list-style-type: none"> • A tertiary qualification is required
Experience	<ul style="list-style-type: none"> • 2 or more years of policy experience is desirable. • Strong, demonstrable communication skills (written, oral and presentation). • Ability to communicate ideas and information to different audiences in 'plain English'. • Well-developed relationship building skills. • Project management skills. • Ability to think laterally and innovatively. • Excellent problem solving skills. • Strong numeric skills. • A good understanding of policy issues and how these translate to barriers to growth or opportunities for the tourism industry. • A good understanding of the machinery of government and their interrelationship with the tourism industry. • A solid working knowledge of relevant computer software programmes is required. • Preferably a background in tourism.
Other Significant Role Requirements	<ul style="list-style-type: none"> • Pragmatic, adaptable 'can-do' approach. • A high level of organisational and time management skills including the ability to prioritise. • Ability to think laterally with data and research and the ability to interpret this information for member and organisational benefit. • Ability to present confidently and in a persuasive style. • Adopt and enthusiastically work by organisational plans, culture and values. • Ability to act discreetly and be confidential with all information. • Ability to network and leverage relationships for the organisation's benefit. • Ability to work outside of standard working hours in order to

	<p>foster and develop networks.</p> <ul style="list-style-type: none">• Desire to train and develop in areas where there may be potential skill weaknesses.• Being inquisitive - willing to approach undefined problems with innovation, creativity and adaptability.• Have good attention to detail and accuracy.• Proactive and self-managing: able to initiate and plan new work, and carry on job duties and meet timeframes without direct supervision.• Able to prioritise multiple work streams, and to meet all deadlines in a changing environment
--	---

[APPLY HERE.](#)

Applications will be reviewed as they are received.