Infrastructure New Zealand

The B:Hive, 72-74 Taharoto Road, Takapuna
PO Box 7244, Victoria Street West
Auckland 1142
New Zealand

Policy Adviser or Senior Policy Adviser

Reports to	Director of Policy and Advocacy
Date	November 2026
Location:	Auckland or Wellington
Key Relationships	**Internal:** - Chief Executive and GM – Finance and Operations - Director of Policy and Advocacy - Policy and Advocacy team - Events and Marketing team - Members of the Advisory Council and Board **External:** - Infrastructure New Zealand members and senior executives - Central and local government officials and political staff - Sector experts, technical professionals and academics - Event speakers, partners and other sector stakeholders

About Infrastructure New Zealand
Infrastructure New Zealand (INZ) exists to improve the system that plans, funds, and delivers infrastructure across both the public and private sectors. By enabling better infrastructure, we aim to foster a more productive, sustainable, and prosperous Aotearoa that drives economic growth while delivering social and environmental benefits for all New Zealanders.

Our mission is to bring together all sectors of the infrastructure industry, creating a collaborative platform to shape a collective agenda and enhance the knowledge and influence of the infrastructure movement.

We merge private and public sector interests in the pursuit of strong public good and are committed to continually increasing the value we deliver to our members through advocacy, collaboration, and leadership in infrastructure development.

About the role
The Policy Adviser or Senior Policy Adviser plays a central role in delivering Infrastructure New Zealand's policy and advocacy programme. Reporting to the Director of Policy and Advocacy, the role develops high-quality, evidence-based submissions, policy positions, research and reports that inform INZ's advocacy and thought leadership. Appointment level and the scope and complexity of allocated work will reflect the successful candidate's experience and capability.

The role provides policy analysis, sound judgement and practical advice, translating complex infrastructure, regulatory and political issues into clear, persuasive recommendations. It works closely with members, government and industry stakeholders and supports the Director in progressing agreed policy and advocacy priorities. At Senior Policy Adviser level, the role independently leads complex policy workstreams and provides peer review and mentoring.

The adviser also contributes to INZ publications, communications and event content, and provides guidance and support to other members of the policy team appropriate to the appointment level. The Director retains overall accountability for INZ's policy strategy, advocacy direction and team leadership.

Key Responsibilities

Policy Development and Research

- Prepare and deliver allocated submissions on infrastructure policy, legislation, regulation, planning and funding, with responsibility and autonomy appropriate to the appointment level.
- Undertake rigorous research and analysis, assess policy options and develop practical, evidence-based recommendations. Consider costs, benefits, distributional impacts, funding implications and implementation risks, drawing on data, member evidence and infrastructure delivery experience.
- Develop policy papers, reports and briefings that explain complex issues clearly and advance INZ's agreed priorities.
- Monitor government, parliamentary and sector developments, providing timely advice on implications for INZ and opportunities for engagement.
- Engage members and technical experts to gather evidence, test proposals and identify areas of agreement or differing views.
- Ensure policy outputs are accurate, well supported, persuasive and delivered to agreed deadlines, with clear sources and practical recommendations. Review progress against the agreed work programme with the Director.

Advocacy and Engagement

- Support the Director in implementing INZ's policy and advocacy work programme.
- Translate research and policy positions into clear advocacy messages, recommendations and supporting evidence.
- Prepare meeting briefs, speaking points, presentations and select committee material for the Chief Executive, Director and other INZ representatives.
- Represent INZ in consultations, working groups and sector discussions as agreed with the Director.
- Identify opportunities to advance INZ's positions through effective stakeholder engagement and public discussion.
- Exercise sound judgement on sensitive or contentious issues, seeking the Director's approval before making significant commitments or communicating new policy positions.

Publications, Communications and Event Content

- Research, draft, review and support development of policy content for InfraRead, member updates and other INZ publications, as required.
- Contribute to member communications material by articulating policy developments accurately and accessibly.
- Develop policy content for Building Nations, conferences, roundtables, delegations and member events, working with the relevant programme leads.
- Research topics and prospective speakers, contribute programme ideas, and prepare session briefs, questions and background material.
- Support policy-related speaker engagement for allocated sessions, working with programme leads. Events and Marketing colleagues retain responsibility for invitations, logistics and follow-up coordination unless otherwise agreed.
- Capture findings from events and delegations for report development, member communications and future advocacy.

Stakeholder Engagement

- Build and maintain productive working relationships with INZ members, government officials, industry leaders, researchers and other policy stakeholders.
- Engage members and technical experts to gather evidence, perspectives, data and case studies that strengthen submissions and policy reports.
- Support effective consultation and collaboration across the infrastructure sector, balancing member perspectives with INZ's wider public-good purpose.

Team Contribution

- Take ownership of allocated policy workstreams, plan deliverables and coordinate input from colleagues and external contributors.
- Work closely with the Director and colleagues across INZ to coordinate policy, advocacy, communications and events activity.
- Contribute to a collaborative, responsive and high-performing small-team environment, including undertaking related duties and occasional domestic travel as required.

Core Competencies

- Infrastructure policy capability and understanding of New Zealand central and local government, legislative, regulatory and select committee processes, appropriate to the appointment level.
- Demonstrated experience developing submissions, policy papers, reports, research and evidence-based advice; at Senior Policy Adviser level, experience independently leading complex policy workstreams.
- Excellent analytical, research, drafting and editing skills, with the ability to distil complex issues into clear and persuasive messages.
- Good political judgement, awareness of current affairs and confidence engaging with government, industry and member stakeholders.
- Strong relationship management, collaboration, organisational and project delivery skills, with excellent attention to detail.
- Ability to take initiative, manage competing priorities, support colleagues and deliver high-quality work with appropriate autonomy.
- Sound judgement, integrity and commitment to INZ's organisational purpose and member value.
- A relevant tertiary qualification in public policy, political science, economics, planning or a related discipline is desirable.