

Position Description

Position Title	Environmental Policy Advisor
Group	Policy and Advocacy
Reports to	Environmental Policy Manager
Location	Wellington
Date	May 2026

About Horticulture New Zealand

Horticulture New Zealand (HortNZ) advocates for and represents the interests of New Zealand's 4,300+ commercial fruit and vegetable growers. More information is available [here](#)

Our Aspiration	Our Vision	Our Purpose
Healthy food for all, forever. Oranga kai, oranga tangata, haere ake nei.	To create an enduring environment where growers thrive	Leadership, advocacy and influence for grower success

Our values

- Courageous by nature
- Collaborative for impact
- Credible through action

Our sphere of influence

- Nourishing Aotearoa, the Pacific, and the world
- Growing is rewarding
- All growers are responsible growers
- Horticulture is enduring
- Strength through trust and cooperation

Our sphere of control

- Shaping sector strategy
- Proactively influencing policy
- Telling the horticulture story
- Translating sector wide change
- Facilitating grower connections

Position Purpose

The Environmental Policy Advisor provides strategic policy advice and planning support that will allow the horticulture industry to grow sustainably into the future.

The Environmental Policy Advisor will:

- Ensure the horticulture industry has a voice into relevant national, regional and district policy and planning development
- Manage the effective and timely delivery of program management work undertaken on behalf of the team and organisation
- Ensure growers are effectively represented, and solutions-based advocacy is undertaken.

Duties and Responsibilities

National Policy

- Work with the General Manager Policy & Advocacy and Environmental Policy Manager to understand the issues that growers face today and potential future issues
- Work with the General Manager Policy & Advocacy and Environmental Policy Manager to understand current and developing national environmental policy that may impact growers, and to ensure that national policy is communicated to growers
- Provide leadership on projects delegated by the Environmental Policy Manager
- Lodge submissions to relevant Public Service departments, Independent Crown Entities, and Select Committees as delegated by the General Manager Policy & Advocacy or Environmental Policy Manager

Regional/District Representation

- Promote and protect growers 'license to operate' and clearly articulate issues that may impact growers' businesses or the purpose of HortNZ
- Act as the conduit between growers and councils during regional and district planning processes
- Work with lawyers, independent experts, and growers to prepare and present horticulture industry evidence for submissions and/or court hearings
- Lodge formal submissions, attend meetings and mediations and manage consultation with relevant stakeholders on proposed plans changes and variations

- Ensure HortNZ works with growers and other parties to find areas of compromise when challenges arise
- Ensure that the outcomes of any submissions and/or any court hearings are summarised and communicated to growers and other relevant parties

Stakeholder Management and Engagement

- Represent HortNZ at meetings in Wellington and in the regions as needed
- Advocate for the interests of growers
- Develop and nurture close working relationships with key external stakeholders, e.g., growers, product groups, district associations, officials, council officers, iwi/Māori and other primary industry groups
- Organise and facilitate grower meetings as policy issues arise

Program Management

- Contribute to the development of HortNZ's policy suite and understanding of potential issues that may develop for growers
- Coordinate the work of consultants assisting with submissions, hearings, mediations, and technical reports
- Write regular reports and updates outlining progress and issues in the regions and central government policy portfolios
- Produce periodic reports/articles for HortNZ's communication channels that will keep members updated and informed as permitted within the confidentiality restrictions of issues.
- Develop and maintain team planning and project management processes and tools

Skills and Expertise

Technical

- A relevant tertiary qualification in resource management planning, law, political science, environmental science, geography, or a related field
- Experience in developing and providing technical and policy advice
- Strong research and writing skills, including preparing policy and planning submissions for government audiences, and translating complex policy into plain language
- Work experience in the primary industries, planning, and/or environmental policy
- Acquires and maintains knowledge of the horticulture industry and other relevant areas
- Develops a thorough, evidence-based understanding of resource management issues

- Provides an evidence based, balanced perspective on the needs of the horticulture industry and the growing focus on the environment

Interpersonal

- Conveys information and ideas clearly and concisely in both oral and written communication, to a variety of audiences
- Engages effectively at all levels, influencing others to achieve required outcomes
- Adapts to changing needs, conditions, and work responsibilities and able to work in ambiguous situations
- Makes prompt and clear decisions taking into consideration the long-term impact
- Models positive behaviours and the desired values and culture of the organisation
- Responds positively to feedback and direction
- Demonstrates active listening skills and communicates clearly and succinctly in a range of formats, tailoring messages to audiences as appropriate
- Maintains political neutrality.

Direct Reports

N/A

Working Relationships

Internal

- HortNZ Executive Leadership Team
- HortNZ Policy & Advocacy Team
- HortNZ wider team

External:

- Growers
- Product Groups and District Associations
- Other industry participants
- Central government officials
- Regional and district council staff in your regions
- Other stakeholders as directed by the Environment Policy Manager or General Manager Policy & Advocacy
- Other primary sector organisations
- Suppliers and service providers