# Ministry of Social Development logo

Chief Advisor, Economics and Policy

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## Policy Group

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner, we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## The outcomes we want to achieve

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| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including:

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The Chief Advisor, Economics and Policy is both a recognized policy and economics expert providing intellectual and strategic leadership and oversight, as well as leading the development and delivery of significant programmes of work, with a focus on embedding robust economic and policy frameworks.

Many aspects of MSD’s business involve policy and economic considerations across welfare, employment, housing, and service delivery. The Chief Advisor, Economics and Policy plays a vital role in bridging the economic and social sectors with the purpose of placing appropriate weight on economic analysis, in particular labour market and welfare economics, as well as more general public policy perspectives to achieve improved social outcomes. In addition, social investment tools include economic concepts, and the Chief Advisor will play a bridging role between actuarial and other frameworks.

### The Chief Advisor, Economics and Policy also plays a critical role in building capability within the Ministry, mentoring staff, and ensuring that evidence-based economic policy is at the heart of decision-making.

### Location

National Office, Wellington, but subject to negotiation

### Reports to

Deputy Chief Executive, Policy

## Key responsibilities

### The Chief Advisor, Economics and Policy will promote improvement in analysis, framework design, business processes and decision-making to enhance the social outcomes achieved by MSD. This will lead to improvement of the Ministry’s systematic use of robust evidence in the policy development and advice process for Ministers by:

1. Leading complex, high-impact projects and programmes that drive long-term value for the Ministry, strategically integrating economic insights with policy innovation to shape future-focused solutions across government priorities.
2. Advocating for, and advising on, the development of Ministry processes and standards to improve the use of economic and policy frameworks across welfare, employment, and housing policy.
3. Supporting the Deputy Chief Executive Policy and General Managers to ensure that the Policy Group’s work programme is delivered within the appropriate timeframes and to a high level of quality by providing policy leadership and peer review to staff in the Group. Scan the horizon to anticipate what might be coming and identify trends of events which may impact on the policy programme.
4. Ensuring that MSD is using robust policy and economic frameworks in how it approaches its thinking on core areas such as welfare and housing policy, drawing on employment and labour market economics.
5. Providing leadership to lift the economic and policy capability in the Policy Group by building the capability of the team, through coaching and mentoring team members to produce high quality advice and to enhance their knowledge, skills, and behaviours across the Policy Project Skills Framework; and by leading work to build the group’s policy capability.
6. Providing strategic advice to the CE, LT, and other senior leaders of MSD on economic frameworks, policy formation and their implications for MSD’s work, with a particular emphasis on welfare economics.
7. Identifying emerging issues where economic and policy input is needed, and work with senior leaders to ensure MSD's work programme is aligned with government priorities.
8. Preparing briefings, reports, and presentations on economic findings of importance for policy for the Chief Executive, Ministers, senior managers, and other key stakeholders.
9. Assisting with Ministry communications about the use of economic concepts in formulation of policy and about specific high-profile issues relevant to Ministry policy.
10. Working across the state sector with other senior Advisers and Economists to strengthen the use of evidence on cross-cutting issues and to build communities of practice.
11. Building strong relationships and networks in academia in domains of high interest to the Ministry to influence policy design and implementation, promoting the use of interdisciplinary approached and economic insights.
12. Championing the availability and use of research and evaluation findings, ensuring that insights are translated into practical policy advice.
13. Ensuring that MSD’s policy advice reflects current international and domestic economic trends, identifying opportunities for innovative policy solutions.
14. Identifying current and emerging issues on which policy and economic input is needed.
15. Contributing to the development of a community of practice in use of economic concepts and frameworks, within the Ministry and across government, by sharing good practice and building capability.
16. Promoting the use of interdisciplinary approaches to building the evidence base on challenging policy issues.
17. Maintaining a watching brief on international economic developments with implications for policy and how evidence is used in other jurisdictions relevant to the Ministry’s work.

## Embedding te ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure Te Pae Tata is delivered and embedded in your business group.

## Health, safety and security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

## Emergency management and business continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed, and implemented by employees.

**Knowledge, skills, and behaviours required**

* A detailed understanding of welfare, employment, and housing policy.
* Substantial experience across the complete policy development process, from commissioning to delivery, with the ability to lead large-scale, complex cross-government programmes using appropriate project management principles.
* Thorough understanding of government priorities and political contexts, with the ability to gain clarity from ministers and senior leaders on desired outcomes, and shape policy directions and programmes to achieve them.
* Proven ability to challenge policy and economic frameworks when necessary, ensuring advice aligns with good practice.
* Extensive experience in using both quantitative and qualitative evidence to inform decision-making and the ability to mentor others in evidence-informed policy development.
* Ability to develop feasible delivery options for policy proposals and lead decisions on policy instruments using rigorous design frameworks.
* Recognized as a credible and trusted advisor to senior officials and ministers, with strong influencing skills and the ability to shape policy debates.
* Proven track record in building, managing, and leveraging collaborative stakeholder relationships, while reflecting the diverse needs of current and future New Zealanders.
* Strong communication skills, both oral and written, capable of persuading and inspiring others, with excellent presentation and representational abilities.
* A natural drive for continuous improvement and innovation, encouraging this mindset in others.
* Politically savvy, able to navigate issues and relationships with sensitivity to the political landscape, using sound judgement.
* Agility and resilience in adapting to change and managing uncertainty or setbacks.
* A deep understanding of public sector systems and the machinery of government.
* Advanced academic qualifications in economics, public policy, or a related field (postgraduate level or higher), ideally with a record of published work or thought leadership.
* Extensive senior public sector experience in roles related to economics and policy, with a focus on social and economic issues in welfare, employment, and housing.
* Proven experience in building capability across senior policy leadership, particularly in economic and policy analysis, through coaching, mentoring, and professional development.

## Key relationships

### Internal

* Deputy Chief Executive Policy
* General Managers Policy and across the wider Ministry
* Chief Executive and Deputy Chief Executives including relevant Committees.
* Ministry senior policy, research and evaluation staff

### External

* Senior advisers and economists across government social sector agencies
* Economists within the New Zealand and international academic communities
* Cabinet Committees and Select Committees.
* Minister of Social Development and Employment
* Portfolio Ministers’ offices
* Engagement with external agencies if leading specific pieces of work.
* Policy Advisory Group (PAG) advisors and Treasury

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports - No

### Security clearance - No

### Children’s worker – No

Limited ad hoc travel may be required.

**Position Description Developed:** 02 September 2024