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| Policy AnalystPolicy |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs 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**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
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| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****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. |
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| The outcomes we want to achieve |
| 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
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| ****He Whakataukī\***** |
| Unuhia te rito o te harakekeKei 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 flaxbushWhere 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 purpose of the Analyst/Senior Analyst role is to provide high quality objective analysis and advice on Government policy issues, and to represent the Ministry effectively on inter-agency working groups. In their work, the Analyst/Senior Analyst is expected to form sound working relationships with colleagues and staff throughout the Ministry, as well as forming good networks and relationships with staff in other social sector agencies relevant to the nature of the work. Coaching and support will be provided to the Analyst/Senior Analyst by the Policy Manager and also by project leaders, and principal analysts with whom the employee will work.

The Ministry is committed to providing development opportunities for staff. Analysts may be asked to move between the teams/units within the Policy Group or elsewhere in the Ministry to help them build a broad range of skills and experience and as part of the flexible approach to the management of the work programme.

Location

National Office

Reports to

Policy Manager

## Key responsibilities

**Policy Analysis and Advice**

* Provide high quality, objective analysis and advice within specified timeframes.
* Analyse and review all available information and recommend options for implementation of new policies.
* Ensure the implications of the Treaty of Waitangi, Human Rights and equity considerations are fully addressed in policy work.
* Advise management and/or the Government on the implications of policies, including trends, risks, and developments
* Quantify the impact of new and proposed policies on the organisation by completing operational feasibility studies and costings.
* Monitor and analyse policies in light of Government priorities.

**Policy Development**

* Represent the Ministry in the policy development process including taking part in inter-departmental working groups.
* Develop professional expertise on one or more areas of social policy
* Contribute policy advice to the development of cross-sectoral and “whole of Government” policies in conjunction with other government agencies as required.
* Develop and maintain effective relationships with appropriate Government policy and service delivery staff and information sources.
* Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed

**Ministry-driven Projects**

* Carry out analysis of existing policies, processes, products and services, propose and, where applicable, recommend improvements in line with operational standards, legislation, or organisational requirements.
* Work on initiatives that contribute towards the Ministry’s strategic business plan/outcomes.
* Consult with internal and external stakeholders to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate.
* Contribute to or lead projects as agreed with your manager.

**Implementation**

* Design guidelines for the implementation of new policies in line with Government, legislative and organisational requirements
* Apply project management methodology to ensure implementation meets business requirements and business standards
* Oversee information technology changes where applicable
* Where applicable, supervise team members effectively and manage financial resources in accordance with Ministry and Public Finance Act guidelines.

**Work Programme**

* Contribute to other areas of the work programme as agreed with your manager in accordance with the needs of the Ministry, your professional areas of interest, and/or your personal development plan.

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Comprehensive knowledge of one or more areas of social policy, e.g. income support, child and youth, family, employment
* Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
* A good understanding of the policy development process, and of parliamentary processes and the workings of legislation.
* A good understanding of policy implementation and the issues likely to impact on it
* Ability to produce and recognise high quality policy work and provide peer support and coaching to colleagues
* Project management skills
* Computer literate, with competence in the use of the Microsoft suite of products
* Familiarity with basic statistical analysis desirable

## Attributes

* Conscientious
* Committed to learning & extending self
* Enjoys team work
* Demonstrates honesty and integrity
* Makes a positive contribution
* Constructive
* Self-motivated
* Determined/resilient
* Pragmatic
* Adaptable
* Open-minded
* Forward thinking
* Reflective

## Key Relationships

Internal

* Principal Analysts
* Principal Advisors
* Policy Managers
* General Managers
* Staff across the Policy Group
* Staff and managers across the Ministry

External

* Policy staff from other government organisations
* Social policy academic communities
* Social sector agencies
* Iwi networks and Mäori interest groups
* Local government and community groups
* Relevant international organisations

## Other

Delegations

* Financial – No
* Human Resources - No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited ad hoc travel may be required