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| Policy ManagerPolicy |
| 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
* Developing policy and advice for Ministers
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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 Policy Manager manages the functions and deliverables of the policy work programme, including setting strategy for the policy team and allocating resources to deliver to policy programmes. The Policy Manager leads the policy domain, provides policy advice and manages the development and capability building of the Policy team. The Policy manager will also have the professional support of Principal Analysts in ensuring the quality outputs of projects and policy processes.

Location

National Office, Wellington

Reports to

General Manager, Policy

## Key responsibilities

**Policy Management**

* Develop and lead policy work programmes and monitor and adjust to adapt to changing needs as required, including reviewing resource allocation.
* Set strategy for the team and drive the delivery of high-quality policy advice, including the development of portfolio work programmes and priorities.
* Shape direction and approach to policy advice and complex policy projects, managing the delivery with senior managers, ministers and stakeholders
* Manage direction for the team, promoting an understanding of the Ministry’s mission and position on issues both internally and externally
* Participate in, chair and leverage advisory groups and governance groups to drive policy agenda and facilitate timely decision making
* Initiate, monitor and maintain capability to achieve deliverables

**People Leadership**

* Role model the Values and builds on the vision of the Ministry and expectations from Code of Conduct and standards to drive and build the commitment and engagement of the team
* Monitor team performance and development plans, provide regular feedback against objectives, enabling a learning and knowledge sharing environment
* Provide peer support and coaching for colleagues
* Proactively identify capability improvement areas and develop effective solutions to build capability and increase engagement of team.
* Lead an inclusive team environment that models the values and motivates others to produce quality outcomes
* Initiate and monitor projects, regularly reviewing progress of team against the group’s work programme deliverables
* Develop a high-performing team that operates effectively and efficiently to deliver on agreed outputs to support Ministry work programme deliverables
* Maintain a high performing policy team by embedding a culture of development, learning,
* Maintain staff health and safety, and well-being by ensuring appropriate support services and resources are available to staff as required.

**Relationship Management**

* Build and maintain strong relationships, gaining commitment and support from internal stakeholders, at all levels across MSD, to support the delivery and objectives of the team.
* Maintain effective communication with Policy colleagues, ensuring effective collaboration, communication and knowledge transfer.
* Maintain relationships with peers in other government agencies that are mutually beneficial to the Ministry.
* Build strategic partnerships with key stakeholders by sharing best practice and promoting the Ministry’s products and services

## 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.

## Know-how

* A relevant appropriate tertiary qualification or considerable relevant practical experience
* Proven experience providing strategic policy advice and advice that supports service delivery functions
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* Ability to apply foresight and judgement in shaping work programmes and policy projects to anticipate needs and priorities of the Minister
* Proven experience in developing, leading and managing high performing policy teams
* Ability to recognise high quality policy work and provide peer support and coaching to others
* Comprehensive knowledge of policy, particularly social policy
* Comprehensive knowledge 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
* The ability to take a broad and/or long-term view, foreseeing opportunities and developing workable solutions to problems
* Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge Project management skills
* Ability to present arguments convincingly in a formal presentation setting.
* Able to communicate effectively with Ministers, and guide groups through complex discussion processes to achieve understanding, commitment and agreed outcomes

## Attributes

* Ability to work in partnership and collaborate with others to achieve shared objectives and goals
* Effective people management skills
* Highly developed analytical skills
* Ability to use tact and diplomacy to influence others
* Exercises sound judgement and political nous
* Highly effective communication skills
* Flexible, adaptable and pragmatic
* Strong client focus
* Understands and values diversity within stakeholder groups, working with Maori communities and with Maori stakeholders
* An understanding of Tikanga, and Maori protocol

## Key Relationships

Internal

* Policy leadership
* Policy teams
* Other MSD units

External

* Ministers’ Offices
* Representatives of social sector agencies and government departments
* Representatives of relevant interest groups and non-government organisations
* Social Policy academic communities
* Iwi and Maori interest groups
* Local government and community groups

## Other

Delegations

* Financial – No
* Human Resources – Yes

Direct reports Yes

Security clearance No

Children’s worker No

Limited ad hoc travel may be required