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| Senior 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 role of the Senior Policy Analyst is to provide high quality analysis and advice on complex social policy issues to government, and across the sector, and to represent the Ministry effectively on inter-agency working groups.

As a Senior it is expected that you will form sound working relationships with colleagues throughout the Ministry, as well as forming solid networks and relationships with staff in other social sector agencies relevant to the nature of the work.

As a Branch we will commit to providing you with development opportunities to grow and extend your skills, knowledge and behaviours. You may be asked to move between the teams/units within the Policy Branch or elsewhere in the Ministry to help 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, Wellington

Reports to

Policy Manager

## Key responsibilities

1. Lead complex policy projects, including defining the problem, managing and undertaking the analysis and engaging others to deliver high quality objective advice and outcomes
2. Recognise and understand the circumstances and issues facing Mäori in the communities that the Ministry works with
3. Lead or contribute to cross-sector work by articulating the Ministry’s position and strategy on issues with accuracy and persuasion
4. Anticipate Ministers’ and Senior Officials’ requirements to deliver high quality policy products in a timely manner
5. Contribute flexibility across the wider branch work programme, as agreed with your Manager, in accordance with the needs of the Ministry
6. Build capability of the team, through peer review of policy work and by mentoring policy analysts to enhance their knowledge, skills and behaviours.

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| **Knowledge, skills and behaviours required of a Senior Policy Analyst**We endorse the Policy Project’s Policy Skills Framework that describes the knowledge, skills and behaviours required of a policy practitioner. We are looking for Senior Policy Analysts to demonstrate the majority of these at the practising level. For detailed descriptors, refer to the full Policy Skills Framework on the following link: <https://dpmc.govt.nz/sites/default/files/2019-07/Refreshed%20PSF_2.pdf>

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|  | Component | You will … |
| **Knowledge** | **Domain Knowledge**: Specialist subject matter expertise | have comprehensive knowledge of one or more areas of policy and an interest in social policy. |
| **Government systems and processes**: Cabinet and Parliamentary processes and other requirements relevant to policy making  | understand and, be able to follow the processes and requirements related to the machinery of government. |
| **Political context and priorities**: Government priorities and relevant political context | be able to monitor and analyse policies in- light of government priorities. |
| **Applied skills** | **Analysis:** Apply analytical frameworks and methods to make sense of evidence | be able to use a range of analytical frameworks to identify the best option that is fit-for-purpose. |
| **Engagement & Collaboration**: Engage stakeholders and the community, and build relationship capital to understand diverse expectations, co-create solutions and support implementation | be able to proactively build and leverage collaborative stakeholder relationships – both internal and external. Engage authentically, with openness and respect, to build consensus.  |
| **Evidence, Insights & Evaluation**: Gather and generate evidence to support analysis | be able to assess the quality and limitations of evidence, data and research to inform the implementation of policy. |
| **Design for implementation:** Design policy proposals to include workable delivery and implementation options | have a good understanding of policy implementation and issues likely to impact service delivery. |
| **Advise & Influence**: Deliver advice that is robust, free and frank, compelling | have an understanding of MSDs role in the big picture and who we need to work with to achieve better results for our clients. Know when and how to provide free and frank advice.  |
| **Strategic thinking**: Incorporate longer-term and broad system perspectives to shape policy trajectories | be able to think conceptually and imaginatively and contribute to the activities related to vision setting, strategic direction, and the achievement of longer-term outcomes. You will also have an understanding of the broad political, economic and strategic context and the assumptions embedded in them. |
| **Communication**: Deliver clear and compelling messages fit for purpose and audience | have the ability to recognise and produce high quality policy work that is clear and compelling.  |
| **Plan & manage work**: Ensure advice is delivered using the right mix of resources and ‘right touch’ project management method | be able to apply project management tools to ensure implementation meets business requirements. Actively manage risks, issues, timelines, resourcing and deliverables and know when to escalate for clarity. |
| **Feedback & Coaching**: Constructive challenge and feedback to develop the capability of individuals and teams | have the ability to provide peer support, coaching and mentoring to colleagues. Actively contribute to a positive team culture. |
| **Behaviours** | **Political savvy**: Navigate issues, relationships and situations with sensitivity to the political context | have the ability to build trust with ministers and decision-makers. Be aware of political priorities while maintaining the convention impartial free and frank advice. Able to influence and build alliances between issues and people. |
| **Agility**: Responsive to change and resilient to uncertainty and setbacks | have the ability to quickly adjust and adapt to changing conditions. |
| **Improvement and innovation**: Seek ways ‘to do things better’ and ‘do better things’ | have the ability to challenge yourself to look beyond your immediate areas of expertise for insights and willingness to reflect on best practice. |

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## 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.

## 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