

**Policy Analyst**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

Whaikaha - Ministry of Disabled People is underpinned by Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Convention on the Rights of the Child. In addition, the vision and principles of Enabling Good Lives (EGL) and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha focuses on listening to and partnering with disabled people, tāngata whaikaha Māori, Pacific disabled people, their families and communities so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own decisions on the supports that will enable them to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

* Driving better outcomes for all disabled people
* Leading and coordinating cross-government strategic disability policy
* Working to deliver and transform disability support services, and;
* Progressing work on the broader transformation of the wider disability system

### Accessibility and reasonable accommodation

We believe in a diverse and inclusive Ministry which reflects the communities that we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are. The Ministry supports reasonable accommodation as an enabler of diversity and inclusion in the workplace and supports increased diversity in leadership. Reasonable accommodation enables employees to get the workplace adjustments they need to perform their job, in a way that is appropriate to them.

### Te Tiriti o Waitangi

As a Te Tiriti o Waitangi partner we are firmly committed to giving effect to Te Tiriti through building kāwanatanga (governance), rangatiratanga (self-determination and ownership), and ōritetanga (equity). The Ministry works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. The Ministry works to support tāngata whaikaha Māori, whānau, hapū, iwi and communities to enable their good life and aspirations.

## About the role

The purpose of the Policy Analyst role is to provide high quality analysis and advice on government disability policy issues, and to represent the Ministry effectively on inter-agency working groups.

The Policy 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 health and social sector agencies and disability organisations relevant to the nature of the work. Coaching and support will be provided to the Policy Analyst by the Manager and also by project leaders, and principal and senior policy analysts with whom the employee will work.

The Ministry is committed to providing development opportunities to enable staff to grow and extend their skills, knowledge and experience. Policy Analysts may be asked to move between the teams/units within the Policy and Insights 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.

## Your place in Whaikaha

The Policy Analyst position reports to the Manager Disability Policy within the Strategy, Policy and Performance team. The team sits in the Policy and Insights Business Group.

## Key responsibilities

**Policy Analysis and Advice**

* Provide high quality analysis and advice on disability policy within specified timeframes.
* Work on initiatives that contribute towards the Ministry’s strategic business plan/outcomes.
* 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, to enable disabled people and their families to live their good lives.
* Analyse and review all available information and recommend options for implementation of new and updated disability policies.
* Ensure the implications of the Treaty of Waitangi, Human Rights, Enabling Good Lives and equity considerations are fully addressed in policy work.
* Advise management and/or the government on the implications of disability policies, including trends, risks, and developments.
* Quantify the impact of new and proposed policies on the organisation and on disabled people and their families by completing operational feasibility studies and costings.
* Monitor and analyse disability policies in light of government priorities.
* 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.

**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 disability policy.
* Be involved in processes that include disabled people and their whānau in policy development and reviews.
* 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.
* Consult with internal and external stakeholders to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate.
* Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed.
* 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 to enable disabled people and their families to live their good lives.
* Apply project management methodology to ensure implementation meets business requirements and business standards.
* Where applicable, supervise team members effectively and manage financial resources in accordance with Ministry and Public Finance Act guidelines.

**Embedding accessibility**

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

**Embedding te ao Māori**

* Embed te ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at Whaikaha.
* Continuously build 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 accountabilities as outlined in the Health, Safety and Security 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.

## Requirements of the role

* Knowledge and experience in disability policy, or willingness to learn
* Good analytical skills
* 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
* A developing understanding of Te Tiriti o Waitangi and associated government policy
* Ability to produce good quality policy work
* To undertake this role successfully the incumbent will be a disabled person, or have credibility and trust with the disability community, or empathy and a deep understanding of the unique and diverse experiences of disabled people
* Project management skills
* Computer literate, with competence in the use of the Microsoft suite of products
* Familiarity with basic statistical analysis desirable
* Tertiary qualification in a relevant discipline or working towards one
* Limited ad hoc travel may be required

## Key relationships

### Internal

* Manager Disability Policy
* Members of the wider Policy team
* Members of other teams within Policy and Insights
* Other policy analysts, principal and senior policy analysts
* Policy Managers
* Staff and managers across the Ministry

### External

* Policy staff from other government organisations
* Disability and social policy academic communities
* Disability community partnership groups and DPOs
* Disability sector providers and representative groups
* Disability NGOs
* Iwi networks and Māori interest groups
* Local government and community groups
* Relevant international organisations

## 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.

**Position Description** **Updated:** January 2025.