

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Graduate Policy Analyst

Business Group	Te Pou Kaupapahere
Location	Wellington
Salary band	A4

Mahi i roto i te Ratonga Tūmatanui | 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 whitake 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 hāpori, 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Graduate Policy Analyst assists in developing advice and briefings for Ministers and other audiences, with the support of other policy staff and managers. They will be supported to progress their policy competencies by participating in an 18-month graduate programme.

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Ngā Haepapa | Accountabilities

As the Graduate Policy Analyst, you will:

Relationship Management

- Develop strong working relationships with other Policy Analysts, Senior Managers and Group Managers within the Policy Group.
- Work collaboratively with operational and implementation staff (both internally and externally) to ensure effective end-to-end policy development.
- Maintain communication and relationships with other agencies and develop relationships with sector organisations and iwi to improve the quality of policy advice.
- Demonstrate respect for the views of others
- Participate effectively in group discussions.

Information and Communications

- Communicate and consult with different audiences such as iwi and education sector representatives, and understand their viewpoints.
- Write clear and well-reasoned documents
- Communicate clearly and asking clarifying questions
- Build constructive, collaborative working relationships with policy implementation groups within the Ministry's delivery agencies
- Keep key stakeholders and Managers well informed of progress on work tasks, emerging issues, and difficulties.

Policy analysis and advice

- Undertake policy analysis and advice and supporting tasks as part of the Ministry's work programme.
- Gather, analyse and interpret information to identify policy implications.
- Inform Ministry decision-making related to policy advice, by bringing issues and analysis to decision making and discussion forums within the Ministry.
- Contribute to policy projects.
- Work with implementation groups to ensure policy proposals can be effectively implemented.
- Contribute to the development of briefings to Ministers and the development of Cabinet Papers.
- Participate in the development of joint policies with other government agencies when required

Policy Implementation

- Contribute to the development of integrated policy and implementation advice.

Ministerial Servicing

- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official information Act requests, and reports.

Project Planning and Management

- Prioritise and plan workload to deliver on goals and meet deadlines accordingly.
- Actively contribute to the quality control of policy advice and other work through regular participation in peer review.
- Undertake projects through to completion, seeking appropriate managerial input as required.

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Giving effect to Ka Hikitia –Managing for Success

- Understand the need to contribute to lifting education system performance for Māori learners through Ministry investment, policies, practices and services.
- Through the Ministry's Tātai Pou competencies, develop the personal confidence, capability and ability to understand why, where and how to focus work to get the best outcomes for Māori learners.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- A tertiary qualification in law, public policy, economics, education, or other relevant disciplines, or equivalent experience.
- Experience in research .
- Experience in interpreting and applying numerical and statistical information.
- Understand the basic construct of New Zealand's government.
- Understand the relevance of the Treaty of Waitangi to the work of the Ministry.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities:

- Works well in a team environment.
- Self-belief – confidence.
- Excellent communication skills, both written and verbal across a diverse audience
- Relationship management skills
- Ability to work in a fast paced and ambiguous environment.
- Excellent time management skills.
- Drive and motivation to learn.

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Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	03 April 2023
Approved By	Gian Retales