

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Policy Analyst

Business Group	Te Pou Kaupapahere
Location	Wellington
Salary band	A6

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 āiane, 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.

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 Policy Analyst will develop high quality advice for Ministers in conjunction with other policy staff and managers. This will involve applying and adapting the Ministry's policy frameworks and leading and managing specific policy projects.

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Ngā Haepapa | Accountabilities

As the Policy Analyst you will:

Policy analysis and advice

- Undertake moderately complex policy tasks that may be stand-alone or part of a larger or more complex policy issue
- Develop high quality practical policy advice on a wide range of education policies ensuring that the advice:
 - Is based on sound public policy frameworks.
 - Takes account of relevant data and international and domestic literature.
 - Assesses the implications for students facing educational disadvantage.
 - Identifies the opportunities, costs, risks and benefits of policy options.
 - Takes account of the evidence on what works for and with Māori.
 - Grounded in New Zealand's constitutional, economic, social and cultural context.
- Contribute to processes for setting strategic directions and the identification of new work areas and priorities for policy analysis, evaluation and research, taking into account the Ministry's established directions and the Government's policy objectives.
- Actively participate in the development of joint policies with other Government agencies, including taking leadership responsibilities where appropriate.

Policy Implementation

- Build constructive, collaborative relationships with policy implementation groups in the Ministry to:
 - Ensure that implementation is appropriately included in policy development.
 - Advise on the translation of policy to implementation.
 - Monitor the implementation of policy initiatives and emerging trends.
 - Provide on-going advice and assistance to resolve any identified issues.
- Contribute to the evaluation of policy effectiveness.

Ministerial Servicing

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

Project Planning and Management

- Lead or contribute to specific policy projects through:
 - Scoping and planning policy projects.
 - Managing progress using the Ministry's systems and processes for monitoring, measuring, reporting, risk identification and management, and quality assurance.
 - Applying useful policy analytical framework.
 - Seeking appropriate managerial input when anticipating or managing risks.
 - Communication and consultation with internal and external stakeholders.
- Actively contribute to the quality control of policy advice and other work through regular participation in peer review, policy appraisal and discussion of issues.

Relationship Management

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- Foster effective approaches to support communication and co-ordination across the wider policy community and other areas within the Ministry.
- Work through formal and informal networks across the Ministry to promote an understanding and awareness on specific policy issues and ensure these perspectives are considered as part of significant new policy developments or initiatives.
- Establish strong working relationships across key government agencies to ensure effective management of cross-government programmes.
- Support relationships to take full advantage of the perspectives of external stakeholders.

Professional Knowledge

- Keep fully up to date on education and other relevant social policy and related issues within portfolio area(s) and apply these insights to policy work.
- Take formal and informal opportunities across the Ministry to increase the flow of ideas and lessons from experience, and to integrate research evidence and insights into policy work.

Information and Communications

- Effectively represent the Ministry at official levels, respond to Ministers, Cabinet Committees and Select Committees as required, and interact with professional and sector interest groups.
- Keep Team Leaders and Managers well informed on progress on work tasks, emerging issues, and difficulties.

Giving effect to Ka Hikitia –Managing for Success

- 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.

Other duties

- Other duties which will be negotiated and included in the performance agreement.

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
- A knowledge of public policy and the Machinery of Government
- Understanding of New Zealand's political, economic, cultural and social structures.
- Understanding of New Zealand's education objectives including education's contribution to the economy.

Ngā Āheinga | Capabilities

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

- Good verbal and written communications, including the ability to present complex issues clearly and

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concisely.

- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principles of Treaty of Waitangi, and their implications for the work of policy development is essential.
- Strong relationship management skills and the ability to build effective working relationships with key stakeholders of diverse backgrounds.

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	HR Advisory Team