



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Policy Analyst

Business Group	Te Pou Kaupapahere Policy
Location	Wellington
Salary band	B4

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 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 Principal Policy Analyst leads the development of high-quality advice for Ministers on complex policy issues in assigned areas. This will involve leading policy projects and oversight of associated staff, developing sound frameworks, and leading policy development processes. As a leader within the policy community, the Principal Policy Analyst will provide support and coaching to other staff.

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Ngā Haepapa | Accountabilities

As a Principal Policy Analyst within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- **Policy analysis and leadership:** Lead and undertake analysis and advice on a broad range of policy issues involving complexity, potential conflict, and sensitivity, including where the issue and scope of work may be ambiguous or not well-defined. This includes:
 - Produce in-depth, rigorous, high quality policy research, analysis, and advice on a wide range of education policies.
 - Develop high quality policy advice for Ministers on complex policy issues, well informed by operational design and implementation considerations.
 - Actively apply Treaty principles to policy development
 - Develop advice that advances educational outcomes for Pacific learners
 - Adapt analytical frameworks and tools to support the development of policy advice.
 - Develop a body of expertise around key areas of work.
 - Think laterally about options and contribute to the development of new areas of policy analysis and development.
 - Develop strategic policy advice on emerging and key issues and influence the direction setting for the necessary policy analysis, evaluation, and research.
 - Effectively supervise, coach and mentor junior staff and provide overview and direction to the work of others.
 - Lead major policy projects, including across government.
- **Policy implementation:** Lead cross-ministry and/or cross-government policy work so that implementation advice is appropriately included in policy development. This includes:
 - Influence and build constructive, collaborative working relationships with policy implementation groups in Te Tāhuhu o te Mātauranga and Te Mahau and with our deliver Crown entities and other delivery partners.
 - Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
 - Bridge between policy objectives and implementation approaches so that there is both strategic and operational advice incorporated in the development of significant new policy initiatives.
 - Contribute to effective monitoring and programme evaluation to inform policy advice.
- **Ministerial servicing:** Prepare ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, Cabinet papers and reports.
- **Project planning and management:** Lead multiple complex policy projects, including the supervision of project team members, or programmes of work to deliver on educational outcomes of learners in the system. This includes:
 - Lead multiple complex policy projects, including the supervision of project team members, or programmes of work.
 - Manage progress using the Ministry's systems and processes for monitoring, measuring, reporting, risk identification and management, and quality assurance.
 - Communicate and consult well and persistently with internal and external stakeholders.
 - Keep managers well informed of progress on work tasks, emerging issues, difficulties, and risk management.
 - Actively contribute to the quality control of policy advice and other work through regular participation in peer review, policy appraisal and discussion of issues.

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- **Relationship management:** Build and maintain strong and effective working relationships with all key stakeholders so that these can be leveraged to:
 - Build operational design and implementation considerations into policy design.
 - Influence, collaborate with, and leverage government agencies' work programmes to ensure the best possible outcomes for learners in the education system.
- **Professional knowledge and leadership:** Keep fully up to date on a wide range of education and other relevant social and economic development policy issues and developments and apply these insights to policy work.
- **Information and communication:** Effectively represent the Ministry with Ministers and at senior official levels, Cabinet Committees, Select Committees, and to a range of interest groups, and public forums.

Wheako | Experience

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

- Senior policy leadership experience within a complex system or environment.
- Experience in developing and delivering integrated strategic policy advice well informed by operational design and implementation needs.
- Experience in developing – and providing thought leadership on – system frameworks that can practically guide the resolution of complex policy problems.
- Experience with providing policy advice grounded in Māori education concepts
- Experience with successful co-construction of user-centred policy design in the context of big, and often contested, data, research, and evaluation.
- Experience in mentoring, coaching and developing junior policy staff.
- Experience in building strategic relationships and collaborating across organisations to achieve shared outcomes.

Ngā Āheinga | Capabilities

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

- A tertiary qualification in law, public policy, economics, education, or other relevant disciplines, or equivalent experience is required.
- Demonstrated expertise in leading public policy analysis, and the provision of advice to government on complex education, other social policy, economic, regulatory issue, or related fields.
- Demonstrated expertise in developing policy that is well-informed by operational design and implementation considerations.
- Sophisticated understanding of New Zealand's political, economic, cultural, and social structures, including its machinery of government and legislative processes, Budget, and Cabinet decision-making processes.
- Proven ability to operate well at the political interface, including navigating ambiguity in a complex environment.
- Experience in using a range of alternative analytical techniques appropriately and proven ability to use data and sights to identify trends, risks, and opportunities, and to inform system-level decision-making.

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- Excellent, oral, and written communications, including the ability to present complex issues clearly and concisely.
- Demonstrated ability to build credible, respected relationships with diverse stakeholders, including Ministers and Ministers' offices, central agencies, and other government departments.
- Ability to engage confidently with Māori and understand and respond to Māori perspectives in policy development.
- A clear understanding of the articles of te Tiriti o Waitangi | the Treaty of Waitangi, and the ability to operationalise these in policy development is essential. The ability to undertake Tiriti analysis is desirable.
- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Expertise and extensive experience in leading system-level policy development.

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, confident, 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	Confident
Pou Mana Knowledge of Māori content	Confident
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 here:

<https://www.publicservice.govt.nz/system/leaders/leadership-development/leadership-success-profile>.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	April 2024
Approved By	HR Advisory Team



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