

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Policy Director

Business Group	Te Pou Kaupapahere Policy
Location	Wellington
Salary band	B6

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 Policy Director supports General Managers via the provision of exceptional quality policy advice, including mentoring and supporting others to deliver this advice, as well as working with the GMs to support the management and leadership of a group, including direction setting. This includes leading large, system-wide projects in any aspect of the system and the leadership of staff on these projects.

The Policy Director actively contributes to the collective policy leadership of Te Pou Kaupapahere through:

- thought leadership on complex system level policy issues
- supporting the General Managers' wider leadership and group development responsibilities.

As a Policy Director, you will report to one of the group's General Managers and be part of that GM's leadership group.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Ngā Haepapa | Accountabilities

As a Policy Director within Te Pou Kaupapahere, you will:

- Lead the resolution of complex issues through high quality policy advice that is well-informed by operational design and frontline implementation matters and that recognises the choices and constraints Ministers face.
- Lead relationships with political representatives across diverse and politically sensitive government priorities, whilst maintaining the role of the public service.
- Develop and use data and insights to shape major policy projects so that evidence-based advice is informing good decisions in the interests of better education outcomes.
- Build policy capability in others across all aspects of the system through coaching, mentoring, and quality assurance, support others to grow and seek diverse perspectives.
- Support the development and maintenance of the right policy frameworks, capabilities, and systems to achieve desired strategic outcomes.
- Support General Managers via driving the work programmes of their group, including risk management.
- Be a trusted advisor / sounding board for GMs, managers, and policy staff.
- Have a proven track record of leading others to build and maintain trusted relationships with iwi and Māori.
- Confidently advise on improving outcomes for Pacific learners.
- Develop partnerships and collaborate with stakeholders across the public sector and education system to shape priorities, identify interdependencies and deliver outcomes for learners.

As the Policy Director working across Te Tāhuhu o te Mātauranga, you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Ensure policy is responsive both to Government priorities and to sector and operational needs, and that policy has a clear pathway to implementation.
- Lead and support complex organisational and sector facing relationships on behalf of the Ministry
- Actively partner with stakeholders and operational colleagues to build trusted relationships that support feedback and collaborative working practices.
- Have a clear understanding of the articles of te Tiriti o Waitangi | the Treaty of Waitangi, and the ability to lead others to operationalise these in policy development.
- 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:

- Exceptional 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 establishing – and providing thought leadership on – system frameworks that can practically guide the resolution of complex policy problems.
- Demonstrated experience with successful co-construction of user-centred policy design in the context of big, and often contested, data, research, and evaluation.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Demonstrated mastery of public policy processes.
- Experience in coaching and developing thought leadership in diverse policy teams and creating a safe, open, and responsive culture.
- 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:

- Proven ability to lead and coach and constructively challenge others to shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks, and opportunities, and to inform system-level decision making.
- A proven track record of building and maintaining trusted relationships with colleagues, stakeholders, Māori and iwi, and Ministers.
- Is able to navigate high levels of ambiguity and use judgement experience to identify priorities
- Understands the system, how people, the organisation, and the government system work, with proven ability to navigate ambiguity and influence change in a complex environment.
- Has the intellectual capability and judgement to manage multiple complex projects concurrently.
- Excellent interpersonal and communication skills.
- A track record of personal and professional development and openness to innovation.
- Expertise and extensive experience in leading system-level policy development
- Has the ability to use effective commissioning and policy management techniques including to identify and manage risks.

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	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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 Kōrero e pā ana ki te Tūranga

Job Description

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	April 2024
Approved By	HR Advisory Team