

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Senior Policy Analyst

Business Group	Te Pou Kaupapahere
Location	Wellington
Salary band	A8

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

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### Ngā Haepapa | Accountabilities

As the Senior Policy Analyst you will:

#### Policy analysis and Leadership

- Lead and undertakes analysis on a broad range of education policy issues involving complexity, potential conflict and sensitivity, including where the issue and scope of work may be ambiguous or not well-defined:
- Responsible for the production of in-depth, rigorous and high-quality policy research and analysis on a wide range of education policies.
- Utilise analytical frameworks and tools to support the development of policy advice.
- Develop expertise around key areas of work.
- Develop high quality policy advice for Ministers on complex policy issues within the requested timeframes.
- Thinks laterally about options and contribute to the development of new areas of policy analysis and development.
- Contribute to the strategic direction setting and the identification of new work areas and priorities for policy analysis, evaluation and research, taking into account the Ministry's directions, the Government's policy objectives, and emerging issues.
- Effectively supervise junior staff and provide overview and direction to the work of others.
- Actively participate in, and influence, the development of joint policy direction with other government agencies, including taking leadership responsibilities where appropriate.

#### Policy Implementation

- Leads cross-ministry policy work so that implementation advice is appropriately included in policy development.
- Influences and builds constructive, collaborative working relationships with policy implementation groups in the Ministry and with delivery partners.
- Translates between policy objectives and implementation approaches so that there is both strategic and operational advice incorporated in the development of significant new policy initiatives.
- Provides on-going advice, support and monitoring of the policy intent into implementation and resolve any identified policy issues.
- Contributes to effective monitoring and programme evaluation to inform policy advice.

#### Ministerial Servicing

- Prepares ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, Cabinet papers and reports.
- Effectively represents the Ministry at senior official and ministerial levels including Cabinet Committees, Select Committees as required.

#### Project Planning and Management

- Leads multiple complex policy projects, including the supervision of project team members, or programmes of work to deliver on the Ministry's outcomes and address Māori education success.
- Manages progress using the Ministry's systems and processes for monitoring, measuring, reporting, risk identification and management, and quality assurance.
- Actively contributes to the quality control of policy advice and other work through regular participation in

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peer review, policy appraisal and discussion of issues.

### Relationship Management

- Engages with other areas within the Ministry to manage, influence the policy agenda or specific policy issues.
- Through strong working relationships, influence, collaborate and leverage key government agencies to drive effective leadership of cross-government programmes results.
- Leads and influences complex and multiple relationships to take full advantage of the perspectives of external stakeholders.
- Provides individual support and coaching to Policy Analysts in the team/project to share own experience and challenge analysts' thinking.

### Information and Communications

- Keeps managers well informed of progress on work tasks, emerging issues, and difficulties.
- Communication and consultation with internal and external stakeholders.

### Giving effect to Ka Hikitia –Managing for Success

- Actively contributes 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:

- Tertiary qualification in public policy, education, economics, law or other relevant disciplines or equivalent experience
- Demonstrated expertise in leading public policy analysis, and the provision of advice to governments on complex education, other social policy, economic, regulatory issue or related fields.
- Experience in using a range of alternative analytical techniques appropriately.
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principles of the Treaty of Waitangi, and their implications for the work of policy development is essential.
- Thorough understanding of New Zealand's machinery of government and legislative processes, preferably including Budget decision making, and Cabinet processes.
- Understanding of New Zealand's political, economic, cultural and social structures.

## Ngā Āheinga | Capabilities

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

- Quantitative and qualitative skills.
- Excellent verbal and written communications, including the ability to present complex issues clearly and concisely.

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- Excellent relationship building and management skills with key internal and external stakeholders of diverse backgrounds.
- A commitment to ongoing personal and professional 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, 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, Senior HR Advisor