



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Policy Analyst

### Kaitātari Kaupapahere

#### Policy Group, Policy, Regulatory and Ethnic Affairs Branch

The Department's Policy Group is the primary provider of policy advice services and leadership in a large, complex and multi-portfolio operational department that also has system leadership responsibilities. The Policy Group develops and delivers policy advice to both Ministers and department branches across the Internal Affairs, Local Government, Community and Voluntary Sector, and Racing portfolios. The Policy Group also delivers mandated operational and ministerial services.

The role of a Policy Analyst is to provide analysis and advice on a range of policy and legislative issues, using sound analytical frameworks and quality policy advice processes. A Policy Analyst is able to undertake routine analytical tasks independently, and pick up new issues and areas of policy work with relative ease.

- **Reporting to:** Policy Manager, Policy Services / Manager, Ministerial Advice
- **Location:** Wellington
- **Salary range:** Policy band G

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## What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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## How we do things around here – our principles



### We make it easy, we make it work

- Customer centred
- Make things even better

### We're stronger together

- Work as a team
- Value each other

### We take pride in what we do

- Make a positive difference
- Strive for excellence

## Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Policy Advice</b></p> <ul style="list-style-type: none"> <li>• Provide policy advice that is informed by a sound understanding of the policy process, rigorous analysis, effective quality assurance and a wide cross-sectoral focus</li> <li>• Draft timely and high quality responses to any Ministerial support requests, to ensure Ministers meet their accountabilities to Parliament and the public</li> <li>• Make sound judgements on issues using the best available business data and information</li> <li>• Preparing verbal and written policy advice, which supports decision-making by Ministers and Department managers including:               <ol style="list-style-type: none"> <li>a) Written advice following information gathering for a policy working paper or Cabinet paper</li> <li>b) Briefing papers or presentational material</li> <li>c) Providing a Departmental report to Select Committees on Bills and drafting instructions for legislation</li> </ol> </li> <li>• Contribute to the legislative and Select Committee processes by analysing submissions, preparing responses to Select Committee questions, and drafting instructions for legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices</li> <li>• High quality, influential policy advice is provided to Ministers</li> <li>• Decisions / judgements are made based on accurate and high quality research and documentation</li> <li>• The Department’s policy advice is informed by research and available business data and information</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Ministerial Support</b></p> <ul style="list-style-type: none"> <li>• Drafting replies to correspondence to Ministers, responding to Official Information Act requests, Parliamentary Questions, Ombudsmen enquiries, preparing speeches and briefings for events or meetings, providing information to the public, including drafting replies to correspondence to the Agency or Chief Executive (excluding initial communication to stakeholders on policy decisions)</li> <li>• Respond to, or peer review, Ministerial correspondence</li> <li>• Effectively write information briefings and responses on behalf of the Minister</li> </ul>	<ul style="list-style-type: none"> <li>• High quality, influential policy advice is provided to Ministers</li> <li>• Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices</li> <li>• The Department’s policy advice is informed by research and available business data and information</li> </ul>
<p><b>Research and Analysis</b></p> <ul style="list-style-type: none"> <li>• Provide policy advice and Ministerial support responses independently if the task is routine, or with guidance from others if the task requires a more complex level of analysis</li> <li>• Research, gather and synthesise information from different sources, monitoring trend indicators, and identifying and addressing gaps in the information</li> <li>• Analyse the issues and the impact of policy development on the agreed Policy Work Programme and implementation processes</li> <li>• Write policy papers that identify risks, issues and problems, develop and assess options, and put forward relevant recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• The Policy Group has documented analytical frameworks that it promotes across The department’s branches</li> <li>• The Policy Group quality assurance processes are well understood and consistently followed by Policy Group staff</li> <li>• The Department’s policy advice is informed by research and available business data and information</li> <li>• The Manager is well informed, supported and advised on key issues</li> <li>• Advice provided to the Minister is based on robust and evidence-based analysis</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Work Practices</b></p> <ul style="list-style-type: none"> <li>• Apply sound project management disciplines when working on discrete pieces of work or contributing to others work. This includes:               <ul style="list-style-type: none"> <li>- Developing the timeline, key milestones, consultation processes, risk analysis and resourcing requirements</li> </ul> </li> <li>• Produce high quality policy advice in accordance with the Policy Group quality standards and within agreed timelines</li> <li>• Ensure accurate data is captured into the time recording system, and any other systems such as the Ministerial and Cabinet databases</li> <li>• Representing the Policy Group by participating in organisation wide initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• All The department’s corporate policies and processes are complied with</li> <li>• Accurate communication and information is passed at all times in a professional manner</li> <li>• The Policy Manager, Policy Services /Manager, Ministerial Advice is kept informed of emerging issues</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Director, Policy Services / Director, Operational Services	✓	✓		✓		✓
	Policy Manager, Policy Services / Manager, Ministerial Advice	✓	✓	✓	✓		✓
	Principal Policy Analyst / Senior Policy Analyst	✓	✓	✓	✓		✓
	Team Members	✓	✓	✓	✓		✓
	Customers of the Department's policy advice	✓	✓	✓	✓		✓
	General Managers, Directors, Managers in the PREA branch	✓	✓		✓		✓
	Members of other teams in the Department e.g. Legal, Communications and Finance	✓	✓	✓	✓		✓
External	Portfolio Minister(s), other Ministers and staff of Ministers' office(s)	✓	✓		✓		✓
	Cabinet Committees and Select Committees of Parliament	✓	✓		✓		✓
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓		✓		✓
	Professional bodies relating to policy advice and other skills in the group	✓	✓	✓	✓		✓
	Policy branches of departments, crown entities and agencies whose responsibilities relate to the work of the Policy Group	✓	✓	✓	✓		✓
	Community organisations and iwi	✓	✓	✓	✓		
	Sector organisations and public interest groups which have an interest in DIA's policy responsibilities	✓	✓	✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Z
Direct reports	0

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in providing high quality policy analysis and advice</li> <li>• Experience in working with Ministers, Ministers’ offices and/or Select Committees</li> <li>• Experience in drafting quality responses to Ministerial correspondence, Parliamentary Questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions and briefings to support Ministers’ attendance at meetings</li> <li>• Experience in undertaking public and stakeholder consultation on policy reviews and Government initiatives</li> <li>• Experience in regulatory policy or developing legislation - from policy development through to enactment</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A knowledge of government and policy processes, and the role of public servants</li> <li>• A thorough understanding of the principles of policy development</li> <li>• Understanding of the broader strategic context including the Government’s overall desired outcomes and goals for New Zealand</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Structured work practices with the ability to plan well</li> <li>• Excellent research and analysis skills</li> <li>• Excellent written and oral communication skills</li> <li>• Strong relationship skills and the ability to work at all levels of organisations and communities</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• University degree or equivalent experience</li> <li>• Security Clearance – Confidential</li> </ul>