



# Job description

## Haere mai

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

## Senior Policy Analyst

### Kaitātari Kaupapahere Matua

#### 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 Senior Policy Analyst is to lead and manage the Department's analysis of significant or multiple policy issues, and to ensure the delivery of high quality policy advice to ministerial support and departmental requirements, from end to end. A Senior Policy Analyst contributes to the Policy Group delivering the agreed Policy Work Programme and assists Policy Group managers to develop less experienced staff by leading projects, and providing peer review and mentoring support.

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

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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 &amp; Ministerial Support</b></p> <ul style="list-style-type: none"> <li>• Work independently on significant or multiple pieces of verbal and written policy advice, which supports decision-making by Ministers on government policy matters</li> <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 consistent with Public Service best practice</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 controversial or critical issues using the best available business data and information</li> <li>• Effectively lead the completion of policy work across teams, and develop the policy analysis capabilities of others</li> <li>• Contribute to the Department effectively discharging its policy leadership and stewardship obligations</li> <li>• Provide input into the development and maintenance of policy best practice systems, documentation and quality assurance processes</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 Policy Group quality assurance processes are well understood and consistently followed by Policy Group staff</li> <li>• The Policy Group has documented analytical frameworks that it promotes across the Department’s branches</li> <li>• The Policy Group is agile, innovative and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Managing Projects</b></p> <ul style="list-style-type: none"> <li>• Scope large and complex pieces of policy work independently from end to end, and through this process, assist other policy project team members to determine how their skills could be best used across the project</li> <li>• Effectively manage policy projects including developing a timeline, key milestones, consultation processes, risk analysis, and identifying and managing resourcing requirements</li> <li>• Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes</li> <li>• Provide accurate reporting on the current status of work; evaluate the outcome of the work; develop (with support from others if required) a culture of continuous improvement; and deliver in accordance with agreed timelines and quality standards</li> <li>• Undertake project review and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will have a clear line of sight between their work and the direction of the team, Directorate and the wider Policy Group</li> <li>• Risks to delivery of agreed work objectives are spotted early and managed appropriately</li> <li>• Outputs are delivered on time, within budget and to agreed quality standards</li> <li>• The Policy Manager, Policy Services/ Manager, Ministerial Advice are kept informed of progress</li> </ul>
<p><b>Work Practices</b></p> <ul style="list-style-type: none"> <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>• Represent the Policy Group by participating in organisation wide initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• The analysis of allocated policy work is clearly aligned to the direction set for the Policy Group, the Department's Priorities and Focus Areas and is future focused</li> <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>Coaching Others</b></p> <ul style="list-style-type: none"> <li>• Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced Policy Analysts</li> <li>• When required, review draft pieces of work and provide feedback to Policy Analysts</li> </ul>	<ul style="list-style-type: none"> <li>• Less experienced Policy Group staff are provided with direction and support where required</li> <li>• The sharing of information, experience, knowledge and ideas is encouraged</li> </ul>

What you will do to contribute	As a result we will see
<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	✓	✓	✓	✓		✓
	Policy Manager, Policy Services / Manager, Ministerial Advice	✓	✓	✓	✓		✓
	Director, Operational Services & Manager, Operational and Implementation Services	✓	✓	✓	✓		✓
	Policy Analysts/Graduate Policy Analysts	✓	✓	✓	✓	✓	✓
	General Managers / Directors / Managers in PREA	✓	✓	✓	✓		✓
	Customers of the Department's policy advice	✓	✓	✓	✓		✓
	Other members of the Office of Ethnic Communities, particularly Diversity & Engagement Advisors	✓	✓	✓	✓		✓
External	Cabinet Committees and Select Committees of Parliament	✓	✓	✓	✓		✓
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		✓
	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 our policy responsibilities	✓	✓	✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		
	Professional bodies relating to policy advice and other skills in the group	✓	✓	✓	✓		
	Academic institutions	✓	✓	✓	✓		

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 effectively applying the outcomes of research, evaluation and monitoring</li> <li>• Experience in contributing to the conceptual or principles base for policy and/or legislative reviews</li> <li>• Experience in undertaking public and stakeholder consultation on major policy reviews and government initiatives</li> <li>• Experience in developing regulatory policy and developing legislation - from policy development through to enactment</li> <li>• Experience in working with Ministers, Ministers' offices and Select Committees</li> <li>• Experience in peer reviewing or 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 using project management disciplines and leading policy projects</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding of the broader strategic context including the Government's overall desired outcomes and goals for New Zealand</li> <li>• Demonstrated application of the principles of policy development</li> <li>• Strong knowledge of government and policy processes and working effectively with Ministers and Cabinet committees</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent analytical skills and innovative thinking</li> <li>• Provide high quality advice on complex and controversial matters</li> <li>• Construct conceptual frameworks to assist analysis and the assessment options</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Ability to prioritise workload and project manage to an exceptional standard</li><li>• Ability to identify and effectively mitigate risks and consistently use sound judgment on controversial or critical issues using the best evidence available</li><li>• Excellent relationship management skills and the ability to work at all levels of organisations and communities including Ministers, Senior Managers, Community Leaders, hapū and iwi Māori and diverse communities</li><li>• Demonstrated commitment to building policy capability and giving and responding to feedback</li><li>• Ability to apply organisational initiatives in a Policy setting</li></ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"><li>• University degree or equivalent experience</li><li>• Security Clearance – as required</li></ul>