



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 Registration Analyst

Charities Services, Service Delivery and Operations

In Charities Services we promote trust and confidence in charities, encourage good governance, support charities' efficiency and effectiveness and require charities to comply with their obligations under the law. We register and monitor charities and build sector capability to comply with the law by providing guidance material, online and print resources.

The purpose of the Senior Registration Analyst role is to analyse information provided by applicants for charities registration and registered charitable entities to determine whether they meet the requirements of the Charities Act. The Senior Registration Analyst role is to provide critical analysis and high level thinking to build the Registration Team's capability and to ensure evidence informed decision making on registration matters. The Senior Registration Analyst role is also expected to provide input into the development of Charities Services systems and processes through a systems thinking approach.

- **Reporting to:** Team Leader Registration
- **Location:** Wellington
- **Salary range:** Regulatory Band G \$63,836-\$86,367

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.

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.



Te Tari Taiwhenua
Internal Affairs

Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Support charities’ registration</p> <ul style="list-style-type: none"> • Provide quality advice that is informed by a very good knowledge of the registration process and rigorous analysis. • Maintain an in-depth understanding of charitable law and have an awareness of departmental and political sensitivities. • Lead charitable purpose reviews of registered charities (including complex reviews), including when required, seeking further information from the charitable entity and, if appropriate issuing a notice of intention to remove from the register. • Make sound judgements on controversial or critical issues using the best evidence available. • Support the Charities Registration Board in its decision-making role including preparing recommendations and draft decision papers for the Board and providing advice at Board meetings. Take responsibility for analysing and approving applications (including complex applications) for registration including, when required, seeking further information from applications and, if appropriate issuing notices that may led to a decline of registration, within the terms of their delegations. • Take responsibility for reviewing and finalising notices of change (including complex notices of change) submitted by charitable entities, including when required, seeking further information from the charitable entity and, if appropriate issuing a notice of intention to remove from the register. • Review, and approve requests for withholding information from the public register, exemption from compliance with provisions of the Charities Act and backdating registration, within the terms of their delegations. 	<ul style="list-style-type: none"> • Appropriate levels of customer satisfaction with service provided. • Appropriate responses to questions and opposing views in a way that demonstrates understanding of other points of view and alternative ways to progress issues. • Work delivered is correct and to appropriate quality and timeliness standards. • Workloads are effectively prioritised and managed. • Team Leader is pro-actively informed of progress with all work i.e. potential issues with quality or timeliness are advised with recommendations on how to address them. • High quality papers/responses/reports are provided that require minimal revision and use correct template(s). • Key issues and options within their areas of responsibility are determined and sound judgement is exercised. • An appropriate level of research and analysis is undertaken that covers off all the key dimensions of issues and considering other relevant perspectives. • Awareness of departmental and political sensitivities and appropriate communication of potential issues.

What you will do to contribute	As a result we will see
<p>Lifting and building the Team's charities law capability</p> <ul style="list-style-type: none"> • Contribute to the intellectual leadership and development of Registration Team staff related to charities law. Take responsibility for research into developments in the law and for improving the team's knowledge and capability of complex areas. • Assess multi-dimensional problems innovatively and lead complex analytical projects. • Develop and evaluate information resources (guidance material for charities, position papers, practice statements) in conjunction with colleagues to ensure that papers and statements are legally correct and appropriate for the audience • Peer review other analysts' work including writing papers for the Charities Registration Board. • Provide input into the development and maintenance of Charities Services best practice systems, documentation and quality assurance processes. • Assist with induction and training of new staff. • Draft, or contribute to as a subject matter expert, responses to requests under the Official Information Act or requests for information or advice from the Charities Registration Board or Ministers. • Ensure appropriate records are maintained and filed correctly. • Look for opportunities to improve efficiency and services for our customers and actively take on-board changes to processes and policies. • Other duties as required. 	<ul style="list-style-type: none"> • Constructive feedback is given to others and approach adapted so that it is appropriate to their level of experience and learning style • Sufficient breadth and depth of information and evidence is gathered to inform the analysis and advice given to the Charities Registration Board and responses to Ministerial servicing requirements • Projects are managed appropriately – identifying the resources needed, timeframes for key deliverables, the risks for the project and mitigation strategies and progress is regularly communicated with team members and managers • Knowledge and experience gained is shared freely • High quality papers/ responses/ reports are produced that require minimal revision and use correct template(s) • Documentation is filed accurately and according to Departmental guidelines • Appropriate communication in terms of style, tone and couching of messages in a variety of settings
<p>Represent Charities Services</p> <ul style="list-style-type: none"> • Represent Charities Services at critical and potentially sensitive meetings with the Charities Registration Board and external stakeholders. • Work effectively with others internally and externally • Represent Charities Services (and the Branch and Department) in meetings/ seminars with charities and other sector stakeholders, the Branch and Department and with government colleagues 	<ul style="list-style-type: none"> • Positive relationships with customers, stakeholders and colleagues • Willing participation in wider Departmental initiatives and Analyst confidently provides a Charities Services' view

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Team Leader Registration and Manager Regulatory	✓			✓		✓
	Registration team and Charities Services staff	✓	✓	✓	✓	✓	✓
	Charities Services managers and team leaders	✓			✓		✓
	Other staff in the Branch and Department	✓	✓	✓	✓		✓
External	Charitable organisations and their representatives	✓	✓	✓	✓		✓
	Charities Registration Board	✓			✓		✓
	Other Government agencies, e.g. Inland Revenue, Companies Office	✓	✓	✓	✓		
	Sector representatives	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	0
Statutory Powers	Charities Act 2005 in accordance with the departmental delegations policy and delegations schedule

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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Analysis and evaluation • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in providing high level quality analysis on complex issues and effectively applying the outcomes of research and evaluation in a regulation setting. • Experience in preparation of formal papers and correspondence in a regulatory setting. • At least 3 years' experience in a regulatory or legal role <p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrated experience in Charities Law or other relevant legislation

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Technical and specialist expertise	<ul style="list-style-type: none">• Confidently read and understand formal/legal documents <p>Skills:</p> <ul style="list-style-type: none">• Ability to interpret legislation and case law and make judgements based on this interpretation.• Excellent analytical and problem solving skills and creativity including the ability to provide high quality advice on complex and controversial matters and convey complex ideas in practical and concrete terms tailored for the audience.• Ability to learn quickly to be able to rapidly and accurately identify key issues in applications• Make sound judgements based on well-reasoned arguments• Ability to accept feedback and take direction• Ability to provide feedback and support the technical knowledge development of a team• Communicate both orally and in writing in a clear purposeful and confident manner• Write well researched and constructed documents which are clear and concise• Build and maintain productive relationships with key stakeholders particularly in the charitable sector and professional organisations <p>Education and Professional Memberships:</p> <ul style="list-style-type: none">• A University level degree in law and/or a policy related degree; OR• Another tertiary qualification as well as demonstrated practical experience in a regulatory environment.