



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

Inquiries Directorate, Shared Services Branch

Under the Inquiries Act 2013, the Department of Internal Affairs (DIA) is responsible for administrative matters relating to inquiries thereby supporting them to act independently, impartially, and fairly.

The role of a Senior Policy Analyst is to lead, and ensure the delivery of, high quality operational policy advice to the Inquiries System and Establishment Manager in relation to inquiries. A Senior Policy Analyst also assists the Inquiries System and Establishment Manager to develop less experienced staff by leading projects, and providing peer review and mentoring support.

- **Reporting to:** Inquiries System and Establishment Manager
- **Location:** Wellington
- **Salary range:** Policy band I

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 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>Policy Advice</p> <ul style="list-style-type: none"> • Work independently on significant or multiple pieces of verbal and written policy advice • 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 • Make sound judgements on controversial or critical issues using the best available business data and information • Effectively lead the completion of policy work across teams, and develop the policy analysis capabilities of others • Provide input into the development and maintenance of best practice systems, documentation and quality assurance processes for inquiries 	<ul style="list-style-type: none"> • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices • High quality, influential policy advice is provided • Decisions / judgements are made based on accurate and high quality research and documentation • Quality assurance processes are well understood and consistently followed
<p>Managing Critical Deliverables</p> <ul style="list-style-type: none"> • Scope pieces of work, often at pace, and through this process, assist other policy project team members to determine how their skills could be best used • Effectively manage deliverables including developing a timeline, key milestones, consultation processes, risk analysis, and identifying and managing resourcing requirements • Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes • 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 • Undertake review and evaluation 	<ul style="list-style-type: none"> • Staff will have a clear line of sight between their work and the direction of the team • Risks to delivery of agreed work objectives are spotted early and managed appropriately • Outputs are delivered on time, within budget and to agreed quality standards • The Inquiries System and Establishment Manager are kept informed of progress

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<p>Work Practices</p> <ul style="list-style-type: none"> Produce high quality policy advice in accordance with quality standards and within agreed timelines Ensure accurate data is captured into the time recording system, and any other systems such as the Ministerial and Cabinet databases Represent the Inquiries Directorate by participating in organisation wide initiatives 	<ul style="list-style-type: none"> The analysis of allocated work is clearly aligned to the direction set for the Inquiries Directorate, the Department's Priorities and Focus Areas and is future focused All the Department's corporate policies and processes are complied with Accurate communication and information is passed at all times in a professional manner The Inquiries System and Establishment Manager is kept informed of emerging issues
<p>Coaching Others</p> <ul style="list-style-type: none"> Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced Policy Analysts When required, review draft pieces of work and provide feedback to Policy Analysts 	<ul style="list-style-type: none"> Less experienced Inquiries Directorate staff are provided with direction and support where required The sharing of information, experience, knowledge and ideas is encouraged
<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	DCE Policy, Regulation and Communities	✓			✓		✓
	DCE Shared Services	✓			✓		✓
	General Manager, MASS	✓	✓		✓		✓
	Other DCEs and GMs across DIA	✓	✓		✓		✓
	Inquiries System and Establishment Manager	✓	✓		✓		✓
	Inquiry secretariat teams	✓	✓				
	Director Inquiries	✓	✓	✓	✓		✓
External	Ministers and Ministerial Office staff	✓	✓	✓	✓		✓
	Cabinet Committees and Select Committees of Parliament	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Central agencies	✓	✓	✓	✓		
	The public sector as a system	✓	✓	✓	✓		✓

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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in providing high quality policy analysis and advice • Experience in working with Ministers, Ministers' offices and Select Committees • 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 • Experience in using project management disciplines and leading policy projects <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the broader strategic context including the Government's overall desired outcomes and goals for New Zealand • Demonstrated application of the principles of policy development • Strong knowledge of government and policy processes and working effectively with Ministers and Cabinet committees <p>Skills:</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills • The ability to work collaboratively at pace, without compromising quality • Excellent analytical skills and innovative thinking • Provide high quality advice on complex and

Your success profile for this role	What you will bring specifically
	<p>controversial matters</p> <ul style="list-style-type: none">• Ability to prioritise workload and project manage to an exceptional standard• Ability to identify and effectively mitigate risks and consistently use sound judgment on controversial or critical issues using the best evidence available• Excellent relationship management skills and the ability to work at all levels of the organisations• Demonstrated commitment to building policy capability and giving and responding to feedback <p>Other requirements</p> <ul style="list-style-type: none">• University degree or equivalent experience• Security Clearance – as required

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