



Job description

Haere mai

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

Graduate Policy Analyst Kaitātari Kaupapahere Taurira Policy Group, Policy, Regulation and Communities 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 the Graduate Policy Analyst is to assist Senior Policy Analysts and Policy Analysts to develop and deliver high quality policy analysis and advice to Department managers and Ministers, to support their decision-making.

- **Reporting to:** Manager, Ministerial Advice
- **Location:** Wellington
- **Salary range:** Policy band E

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. 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>Ministerial Support</p> <ul style="list-style-type: none"> • Draft quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions and briefings to support Ministers' attendance at meetings according to agreed templates, guidelines and timeframes • Actively manage own work programme • Undertake information gathering and analysis as required to complete allocated work and maintain an awareness of issues that may impact on Ministerial advice • Make sound judgements on issues using the best available business data and information 	<ul style="list-style-type: none"> • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices • The Department's policy advice is informed by research and available business data and information • High quality, influential policy advice is provided to Ministers • The Manager, Ministerial Advice is kept informed of work progress
<p>Policy Advice</p> <ul style="list-style-type: none"> • Contribute to high quality, evaluative thinking and evidence informed policy analysis and advice • Prepare verbal and written policy advice, which supports decision-making by Ministers and Department managers • Undertake information gathering and analysis as required • Maintain an awareness of issues that may impact on work programmes • Provide policy analysis and research for operational services 	<ul style="list-style-type: none"> • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices • The Department's policy advice is informed by research and available business data and information • The Manager, Ministerial Advice is well informed, supported and advised on key issues
<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	Manager, Ministerial Advice				✓		✓
	General Managers / Directors / Managers in PRC				✓		✓
	Team Members	✓	✓	✓	✓		✓
	Members of other teams in the Department e.g. Legal and Communications	✓	✓	✓	✓		✓
External	Staff of Portfolio Minister(s) office(s)	✓	✓	✓	✓		✓
	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 the Department's policy responsibilities	✓		✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		
	Professional bodies relating to policy advice and other skills in the group	✓		✓	✓		

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 producing high quality written work and undertaking research and analysis, working in a team to achieve excellent results • Sound 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 <p>Knowledge:</p>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• An understanding of government and policy processes, and the role of public servants• An understanding of the principles of policy development• An understanding of the broader strategic context including the Government’s overall desired outcomes and goals for New Zealand <p>Skills:</p> <ul style="list-style-type: none">• Excellent written and oral communication skills• Ability to manage own workload and deliver timely and quality work according to agreed templates and guidelines• Demonstrated commitment to continuous improvement, responding to feedback and using initiative• Self-management, practicality, cooperation and reliability• Good relationship management skills and the potential to work at all levels of organisations and communities including Ministers, Senior Managers, Community Leaders, hapū and iwi Māori and diverse communities <p>Other requirements:</p> <ul style="list-style-type: none">• Security Clearance – Confidential• University level degree