



Job description

Haere mai

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

Principal Policy Analyst

Kaitātari Kaupapahere Mātanga

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 Principal Policy Analyst is to provide high-level evaluative thinking and evidence informed policy analysis and advice to Ministers to support their decision-making. Principal Policy Analysts have a critical role in the Policy Group, providing intellectual leadership to support the delivery of the Policy Group work programme and mentoring and coaching other Policy Group staff. Principal Policy Analysts may also lead high-level complex policy work and will assist with the delivery of capability development initiatives across the Policy Group.

- **Reporting to:** Manager, Policy Capability and Leadership
- **Location:** Wellington
- **Salary range:** Policy band J

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>Policy Advice & Ministerial Support</p> <ul style="list-style-type: none"> • Test and challenge thinking, and provide expert advice on areas of deep technical knowledge and/or deep policy knowledge and expertise • Provide intellectual leadership for, and contribute to the development of, conceptual frameworks for 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 • Maintain a strategic overview of issues that may impact on the work programme and the work of the wider Policy Group in order to predict potentially controversial or politically sensitive issues that may arise • Make sound judgments on controversial or critical issues using the best available business data and information • Contribute to the Department effectively discharging its policy leadership and stewardship obligations, under the direction of the Manager, Policy Capability and Leadership • Provide input into the development and maintenance of policy best practice systems, documentation and quality assurance processes 	<ul style="list-style-type: none"> • The direction of the Policy Group is clearly aligned to the Department’s Priorities and Focus Areas and is future focused • The Department’s effectively discharges its policy stewardship and leadership obligations • The Policy Group is agile, innovative and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance • The Manager, Policy Capability and Leadership is kept informed of work progress and emerging issues • Principal Policy Analyst resources are deployed across the breadth of the Policy Group-wide work programme • High quality, influential policy advice is provided to Ministers • Intellectual leadership and high level strategic thinking, working on agreed policy initiatives under the Policy Group’s Work Programme • Decisions/judgements are made based on accurate and high quality research and documentation • Legislation, policies and questions are effectively monitored and evaluated

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<p>Project Management</p> <ul style="list-style-type: none"> Effectively manage policy projects or parts of larger projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes Provide timely and accurate project reporting on the current status of projects and identify risks Undertake project review and evaluation 	<ul style="list-style-type: none"> Projects and delegated activities are delivered in line with Departmental frameworks and timeframes Manager, Policy Capability and Leadership is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed Strong and efficient working relationships with key stakeholders
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> Develop and maintain effective relationships with Policy Group Directors and Managers Build and utilise networks from which to engage effectively with a range of external stakeholders to ensure policy advice is well informed, and to influence others and help shape policy debates Ensure that all policy advice developed has had appropriate input from other Groups within the Branch and other areas of the Department Play a leadership role in the establishment and implementation of consultation processes with key stakeholders and communities Develop and maintain effective relationships across the Department, and with other policy agencies (e.g. Treasury and Ministry for the Environment) Work closely with the Policy Group Leadership Team, Policy Group Management Team and staff to identify, develop and implement capability development initiatives 	<ul style="list-style-type: none"> All policy advice developed has been subject to appropriate consultation processes with key stakeholders Outcomes of consultation are appropriately reflected in policy advice and implications advised by key stakeholders are clear to Government
<p>Representation</p> <ul style="list-style-type: none"> Represents the Branch, the Department and Ministers at critical, high level and potentially sensitive meetings, including Select Committee meetings ensuring that relationships are managed appropriately Represents the Department's views at meetings with external key stakeholders using excellent communication and relationship management skills 	<ul style="list-style-type: none"> Accurate communication and information is passed at all times in a professional manner The Manager, Policy Capability and Leadership is kept informed of emerging issues

What you will do to contribute	As a result we will see
<p>Mentoring</p> <ul style="list-style-type: none"> Mentor and coach other policy staff, as agreed with their Director and the relevant Policy Manager, in the application of high level analytical and strategic thinking skills Peer review the work of less experienced members of the Policy Group Contribute to the delivery of group-wide projects focused on building the overall capability of the Policy Group to deliver high quality policy advice and operational services Contribute to the development and refinement of the Department's policy and analytical frameworks 	<ul style="list-style-type: none"> Less experienced members of the Policy Group are provided with direction and support where required Sharing of information, experience, knowledge and ideas is encouraged The Policy Group achieves high performance ratings for the quality of its policy advice The Policy Group has documented analytical frameworks that it promotes across the Department's Branches The Policy Group has a capability development plan that is being systematically implemented
<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	Chief Executive/Deputy Chief Executives/General Managers/Directors/Managers in the Department	✓	✓	✓	✓		✓
	Manager, Policy Capability and Leadership	✓	✓	✓	✓		✓
	Other Principal Policy Analysts	✓	✓	✓	✓		✓
	Relevant DIA staff	✓	✓	✓	✓		✓
External	Portfolio Minister(s), other Ministers and staff of Ministerial office(s)	✓		✓	✓		✓
	Cabinet Committees and Select Committees of Parliament	✓		✓	✓		✓
	Central Agencies	✓	✓	✓	✓		✓
	Policy branches of other Government organisations relating to the work of DIA	✓	✓	✓	✓		✓
	Local authorities and agencies; community groups; and other networks/associations	✓	✓	✓	✓		✓

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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Extensive experience in providing high quality policy analysis and advice based on sound stakeholder engagement and data analysis • Extensive experience in leading the development and use of conceptual frameworks and principles as a base for policy and/or legislative reviews • Extensive experience in working with a variety of Ministers, Ministers' offices and Select Committees and leading complex policy projects using project management disciplines • Extensive experience in leading public and stakeholder consultation on major policy reviews and government initiatives and in developing regulatory policy and legislation, from policy development through to enactment • Proven experience in mentoring less experienced policy staff <p>Knowledge:</p> <ul style="list-style-type: none"> • High level of 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 • Understanding of the machinery of government in the public sector • Excellent 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 setting a positive example for other Policy Group staff • Ability to identify risks and effective mitigation and consistently use sound

Your success profile for this role	What you will bring specifically
	<p>judgment on controversial or critical issues using the best evidence available</p> <ul style="list-style-type: none">• Excellent analytical skills and creativity including the ability to provide high quality advice on complex and controversial matters• Ability to construct conceptual frameworks to assist analysis and the assessment of options and to convey abstract and/or complex ideas in practical and concrete terms tailored for the audience• 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• Demonstrated commitment to building policy capability and giving and responding to feedback <p>Other requirements:</p> <ul style="list-style-type: none">• Advanced University Degree (or equivalent) complementary to Policy• Ability to obtain and maintain Confidential Security Clearance