



Job description

Haere mai

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

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 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.

- **Reporting to:** Team Leader Registration
- **Location:** Wellington
- **Salary range:** Regulatory

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.



Te Tari Taiwhenua
Internal Affairs

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 clear advice to applicants on the registration requirements in the Charities Act and on Charities Services processes generally • Maintain a good working knowledge of the requirements of the Charities Act and case law on charitable purposes and have an awareness of departmental and political sensitivities • Make recommendations to the Charities Services Senior Analysts on the suitability of complex applications for registration as a charitable entity, and on issues relating to complex charitable purpose reviews and notices of change • Analyse and approve applications for registration including, when required, seeking further information from applicants and, if appropriate, issuing notices that may lead to a decline of registration, within the terms of their delegations • Review and finalise notices of change submitted by charitable entities, including when required, seeking further information from the charitable entity and reporting on the option, if appropriate, of issuing a notice of intention to remove from the register • Review, make recommendations 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 ie potential issues with quality or timeliness are advised with recommendations on how to address them • High quality papers/ responses/ reports are produced 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
Team work and work practices <ul style="list-style-type: none"> Carry out peer review of other analysts' work as required 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 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
Represent Charities Services and relationship management <ul style="list-style-type: none"> 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
Health and safety (for self) <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 or their representatives	✓	✓	✓	✓		✓
	Charities Registration Board	✓			✓		✓

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 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 a registration or regulatory role in the public service involving assessing applications against legal requirements (preferable but not essential) <p>Knowledge</p> <ul style="list-style-type: none"> • Confidently read and understand formal/legal documents <p>Skills</p> <ul style="list-style-type: none"> • Ability to accept feedback and take direction • Ability to interpret legislation and case law and make judgements based on this interpretation • Ability to learn quickly to be able to rapidly and accurately identify key issues in applications • Make sound judgements based on well-reasoned arguments • 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 tertiary qualification (essential) and a legal qualification would be beneficial