# Senior Policy Analyst

## Inquiries Directorate, Policy, Regulation and Communities

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

The Inquiries Directorate contains a multidisciplinary team of people responsible for developing policy advice to establish an Inquiry, setting up it, providing administrative support, assisting with the closure, and legacy matters after closure.

The role of the Senior Policy Analyst is to support the delivery of high-quality advice to Ministers and Senior Officials in relation to statutory inquiries. This includes leading the delivery of specific pieces of work.

A Senior Policy Analyst also assists the Inquiries System and Establishment Manager to coordinate and support the work of others as they complete related policy or multi-disciplinary work.

* 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

|  |  |
| --- | --- |
| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | 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 |
| --- | --- |
| **Policy Advice*** 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 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
* Provide advice on addressing legacy issues related to inquiries.
* Provide monitoring of performance of inquiries and contribute to reporting requirements.
 | * 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
 |
| **Managing Critical Deliverables** * 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
 | * 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 and Inquiries Directorate are kept informed of progress
 |
| **Work Practices** * 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
 | * 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
 |
| **Coaching others*** 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
 | * Less experienced Inquiries Directorate staff are provided with direction and support where required
* The sharing of information, experience, knowledge and ideas is encouraged
 |
| **Health and safety (for self)*** 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
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
 |

|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| 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 | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| 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 |
| --- | --- |
| 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](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Customer focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** * 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
* Experience with appointment processes, budget bids, monitoring and reporting.

**Knowledge:*** 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 committee

**Skills:*** 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 controversial matters
* 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

**Other requirements:*** University degree or equivalent experience
* Security Clearance – as required
 |