Senior Policy Analyst
Kaitātari Kaupapahere Matua
Central Local Government Partnerships Group

The Central Local Government Partnerships (CLGP) Group provides capability and network intelligence to support a range of priority activities across central government agencies that interface with local government, raise things with central government that they see playing out in local government, and initiating key pieces of work that are worked on jointly in partnership between central and local government. Current projects include the Three Waters Review, Infrastructure Funding and Financing (IFF), Resilience and Community adaptation, Community Wellbeings.

The role of a Senior Policy Analyst in the CLGP Group is to lead and manage significant and/or multiple policy issues, to provide evaluative thinking and evidence-informed, and high-quality policy analysis and advice. The role may involve mentoring and coaching of other project staff.

- **Reporting to:** Director, Central Local Government Partnerships
- **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.
We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi

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<tr>
<th>What you will do to contribute</th>
<th>As a result we will see</th>
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| **Policy Advice & Ministerial Support** | • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices  
• High quality, influential policy advice is provided to Ministers  
• Decisions / judgements are made based on accurate and high quality research and documentation |
| - Work independently on significant or multiple pieces of verbal and written policy advice, which supports decision-making by Ministers on government policy matters  
- 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  
- Draft timely and high quality responses to any Ministerial support requests, to ensure Ministers meet their accountabilities to Parliament and the public  
- 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 | |
| **Managing Projects** | • Staff will have a clear line of sight between their work and other related projects  
• 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 Project Lead is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed.  
• Strong and efficient working relationships with key stakeholders |
| - Scope large and complex pieces of policy work independently from end to end, and through this process, assist other policy project team members to determine how their skills could be best used across the project  
- Effectively manage policy projects 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 project review and evaluation | |
What you will do to contribute

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

As a result we will see
- Less experienced 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

As a result we will see
- 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

Project Leads (Three Waters Review and IFF)/Director Central Local Government Partnerships/Deputy Chief Executive Central Local Government Partnerships
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Chief Executive/other Deputy Chief Executives/General Managers/Directors/Managers
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Other Three Waters Review Project and IFF project team staff
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Relevant DIA staff
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Minister of Local Government, other Ministers, and staff of Ministerial offices
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Other agencies involved in Three Waters Review and IFF Projects
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Other agencies
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Local authorities and agencies, professional associations, and other key stakeholders
- Advise
- Collaborate with
- Influence
- Inform
- Manage/lead
- Deliver to

Your delegations

Human Resources and financial delegations: Z
Direct reports: 0

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success

Experience:
- Experience in providing high quality policy analysis and advice effectively applying the
### Your success profile for this role

Your success profile for this role is **Valued Contributor**.

### Keys to Success:
- Customer Focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

### What you will bring specifically

- Outcomes of research, evaluation and monitoring
- Experience in contributing to the conceptual or principles base for policy and/or legislative reviews
- Experience in undertaking public and stakeholder consultation on major policy reviews and government initiatives
- Experience in developing regulatory policy and developing legislation - from policy development through to enactment
- 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

### Knowledge:
- Understanding of the local government sector.
- 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

### Skills:
- Excellent written and oral communication skills
- Excellent analytical skills and innovative thinking
- Provide high quality advice on complex and controversial matters
- Construct conceptual frameworks to assist analysis and the assessment options
- Ability to prioritise workload and project manage to an exceptional standard
- Ability to identify and effectively mitigate
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<th>Your success profile for this role</th>
<th>What you will bring specifically</th>
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<td>risks and consistently use sound judgment on controversial or critical issues using the best evidence available</td>
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<td>• 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</td>
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<td>• Demonstrated commitment to building policy capability and giving and responding to feedback</td>
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**Other requirements**

• A relevant tertiary qualification or equivalent professional experience