



Job description

Haere mai

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

Senior Policy Analyst (Financial and Commercial)

Kaitātari Kaupapahere Matua

Central Local Government Partnerships Group

As a Senior Policy Analyst with demonstrated commercial and financial expertise, you will strengthen our capability and capacity to deliver better three waters (drinking water, waste water, storm water) service delivery outcomes within the wider context of the local government funding and financing system.

The Three Waters team works with our Central Local Government Partnerships Group (CLGP) team who provide capability and network intelligence to support a range of priority activities across central government agencies that intersect with local government and require a collaborative approach. CLGP's point of difference is the quality of our work and how we work. Partnerships are front and centre, so you will be working closely with numerous Councils and across several central government agencies.

Being part of a high performing team offers a variety of opportunities to influence key decision makers including Councils, Ministers and work with counter-parts across local and central government and peak bodies for local government and infrastructure.

As a Senior Policy Analyst (Financial and Commercial) you will be responsible for providing evaluative thinking and high-quality, evidence-informed analysis and advice with a focus on commercial, economic and financial elements to support the reform of three waters service delivery in New Zealand. You will be confident in establishing, maintaining and drawing on a network of people involved in local and central government to support and provide advice to Ministers that incorporates multiple perspectives. Importantly you will be able to work in a fast paced environment and adapt to changing needs and parameters as the programme evolves while meeting high expectations of local government and Ministers.

The role may also involve mentoring and coaching of other project staff.

- **Reporting to:** Director, Central Local Government Partnerships
- **Location:** Auckland
- **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

What you will do to contribute

Policy Advice & Ministerial Support

- 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

As a result we will see

- 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

What you will do to contribute	As a result we will see
<p>Managing Projects</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<p>Coaching Others</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Less experienced staff are provided with direction and support where required • The sharing of information, experience, knowledge and ideas is encouraged
<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	Project Leads (Three Waters Programme and Infrastructure Funding and Financing (IFF))/Director Central Local Government Partnerships/Deputy Chief Executive Central Local Government Partnerships	✓	✓	✓	✓		✓
	Chief Executive/other Deputy Chief Executives/General Managers/Directors/Managers	✓	✓	✓	✓		
	Other Three Waters [Reform] Programme and IFF project team staff	✓	✓	✓	✓		✓

What you will do to contribute		As a result we will see					
	Relevant DIA staff	✓	✓	✓	✓		
External	Minister of Local Government, other Ministers, and staff of Ministerial offices	✓		✓	✓		✓
	Other agencies involved in Three Waters Programme and IFF Projects	✓	✓	✓	✓		✓
	Other agencies and non-governmental organisations	✓	✓	✓	✓		✓
	Local authorities and agencies, professional associations, and other key stakeholders	✓	✓	✓	✓		✓

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 providing high quality policy analysis and advice effectively applying the outcomes of research, evaluation and monitoring • Experience in developing commercial and financial advice, preferably in the context of central or local government • 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

Your success profile for this role	What you will bring specifically
	<p>Knowledge:</p> <ul style="list-style-type: none">• Core financial and commercial principles and application of these• Understanding of the local government sector, including local government funding and financing arrangements• 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 <p>Skills:</p> <ul style="list-style-type: none">• Excellent written and oral communication skills• Excellent analytical skills and innovative thinking• Demonstrated commercial and financial analytical capability• 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 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 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">• A relevant tertiary qualification or equivalent professional experience (including commercial and/or financial)