



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

Principal Policy Analyst

Policy and Analytics

The Principal Analyst is a thought leadership position at the Ministry and is a critical role in the Policy team. The role is responsible for working closely with the Director of Policy to drive the strategic agenda of the Policy team and connect across other business units to ensure a whole-of-Ministry approach is taken. It has a stewardship role for policy capability and is expected to function as a trusted advisor to the Directors in the business unit and take a guiding and mentoring role for other staff in the business unit. The principal analyst may also lead complex, high-profile and/or ambiguous policy issues.

- **Reporting to:** Director of Policy
- **Location:** National

What we do matters – our purpose

The Ministry for Ethnic Communities is the Government’s chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society.

We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and the Middle Eastern.

How we do things around here – our values



Whakakotahitanga
(*Inclusive*)
Unifying thought, opinion and action for the collective good.



Ngākau Pono
(*Authentic*)
To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)
Act valiantly and courageously.



Manaakitanga
(*Kind*)
Encompasses care and generosity, for the purpose of nurturing relationships.

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 the Ministry 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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.
- **We want to support communities to be more empowered** – we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

What you will do to contribute	In practice
<p>Thought leadership</p> <ul style="list-style-type: none"> You are a subject leader for the Ministry and recognised as a thought leader in your field. You build the Ministry’s credibility by contributing to the knowledge base in the public sector, sharing, synthesising, and influencing thinking and forging links with key stakeholders. 	<ul style="list-style-type: none"> You have advanced skills and can lead complex policy issues, lift policy quality and influencing. Maintain a strategic overview of what government wants to achieve and so has the ability to anticipate the Minister’s and Ministry needs. Agile, innovative, and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance. Intellectual leadership and use experience and exercise judgement to analyse policy issues and draw conclusions, shape the future policy agenda and priorities, identify work programme gaps, delivery risks and other issues and ensure effective and timely intervention.
<p>Advice and influence</p> <ul style="list-style-type: none"> Provide advice that is informed by a sound understanding of evidence base, rigorous analysis, effective quality assurance and a wide cross-sectoral focus. 	<ul style="list-style-type: none"> Scan the national and international environment to identify what can inform the Ministry’s policy function. Influence and advance paradigm shift in response to the policy environment. Your advice is based on fit for purpose analysis. Critically synthesises information from a wide variety of domains, uses expert knowledge of the policy area and applies sound judgement to draw conclusions. Communication and information are accurate and are passed in a professional manner.
<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. 	<ul style="list-style-type: none"> Projects and delegated activities are delivered in line with Departmental frameworks and timeframes. The Director is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed.

What you will do to contribute	In practice
<p>Relationship Management</p> <ul style="list-style-type: none"> You are able to build and maintain effective relationships with the team, Ministry staff and external stakeholders. 	<ul style="list-style-type: none"> Strong and efficient working relationships with key stakeholders. Effectively influences, and contributes to an authorising environment, through building and maintaining enduring relationships with senior stakeholders. Play a leadership role in the establishment and implementation of consultation processes with key stakeholders and communities. Builds strategic working relationships with key internal and external stakeholders and seen as a trusted advisor who can represent the Ministry's views and protect its reputation.
<p>Plan and manage work</p> <ul style="list-style-type: none"> You are able to work under broad direction from the Director, able to proactively self-initiate when required, plan and manage your work programme. 	<ul style="list-style-type: none"> Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices. Work collaboratively to embed and activate policy outputs that have been informed by analytics, strategic planning, and engagement advice. Takes responsibility for accessibility, retrievability and security of datasets and assess the integrity of data. Ensured information handling procedures are in place. Mentor and coach other advisors and analysts, in the application of high level analytical and strategic thinking skills. Contribute to the delivery of projects focused on building the overall capability of the Ministry to deliver high quality policy advice and operational services.

What you will do to contribute	In practice
Health and safety (for self) <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<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. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE Policy & Analytics	✓	✓	✓	✓		✓
	Director of Policy	✓	✓	✓	✓		✓
	MEC Policy Team	✓	✓	✓	✓		
	MEC Principal Analysts	✓	✓	✓	✓		
	Other MEC staff	✓	✓	✓	✓		
External	Cabinet Committees and Select Committees of Parliament	✓					
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Other government agencies whose work is relevant to ethnic communities	✓	✓	✓	✓		
	Local authorities and other community organisation and NGOs as relevant to the work of MEC	✓	✓	✓	✓		

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At the Ministry, 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 team staff. • Ability to identify risks and effective mitigation and consistently use sound judgment on controversial or critical issues using the best evidence available. • Excellent analytical skills and creativity including the ability to provide high quality advice on complex and controversial matters.

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• 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.• Able to obtain and maintain a Top-Secret security clearance.