



Ministry for  
**Ethnic  
Communities**  
Te Tari Mātāwaka

# 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

## Senior Policy Analyst

### Policy & Analytics

The Ministry of Ethnic Communities is the principal advisor to the Government on ethnic diversity related matters. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring views are represented in the development of policy and operational initiatives across the public sector.

As a Senior Policy Analyst, you will lead on a range of complex and important policy developments and ministerial requirements across the Ministry of Ethnic Communities (MEC), Government Ministers and other key stakeholders.

- **Reporting to:** Director of Policy
- **Location:** N/A

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### 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.

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### 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.

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## 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, Whānaukatanga, 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.

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## 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.

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## 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	As a result we will see
<p><b>Policy Advice and Ministerial Support</b></p> <ul style="list-style-type: none"> <li>• Work independently on significant or multiple pieces of verbal and written policy advice, which supports decision-making by Ministers on government policy matters.</li> <li>• 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.</li> <li>• Draft timely and high-quality responses to any Ministerial support requests, to ensure Ministers meet their accountabilities to Parliament and the public.</li> <li>• Make sound judgements on controversial or critical issues using the best available business data and information.</li> <li>• Effectively lead the completion of policy work across teams and develop the policy analysis capabilities of others.</li> <li>• Provide input into the development and maintenance of policy best practice systems, documentation and quality assurance processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices.</li> <li>• High quality, influential policy advice is provided to Ministers.</li> <li>• Decisions / judgements are made based on accurate and high-quality research and documentation.</li> <li>• The Policy and Analytics business unit quality assurance processes are well understood and consistently followed by Policy&amp; Analytics staff.</li> <li>• The Policy and Analytics business unit has documented analytical frameworks that it promotes across the Department's branches.</li> <li>• The Policy and Analytics business unit is agile, innovative and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance.</li> </ul>
<p><b>Managing Projects</b></p> <ul style="list-style-type: none"> <li>• Scope large and complex pieces of policy work independently from end to end, and through this process, assist other Policy and Analytics project team members to determine how their skills could be best used across the project.</li> <li>• Effectively manage policy projects including developing a timeline, key milestones, consultation processes, risk analysis, and identifying and managing resourcing requirements.</li> <li>• Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes.</li> <li>• 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.</li> <li>• Undertake project review and evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will have a clear line of sight between their work and the direction of the team, Directorate and the wider Policy and Analytics business unit.</li> <li>• Risks to delivery of agreed work objectives are spotted early and managed appropriately.</li> <li>• Outputs are delivered on time, within budget and to agreed quality standards.</li> <li>• The Director of Policy is kept informed of progress.</li> </ul>

What you will do to contribute	As a result we will see
<b>Work Practices</b> <ul style="list-style-type: none"> <li>Produce high quality policy advice in accordance with the Policy and Analytics business unit quality standards and within agreed timelines.</li> <li>Ensure accurate data is captured into the time recording system, and any other systems such as the Ministerial and Cabinet databases.</li> <li>Represent the Policy and Analytics business unit by participating in organisation wide initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>The analysis of allocated policy work is clearly aligned to the direction set for the Policy and Analytics business, the Ministry's Priorities and Focus Areas and is future focused.</li> <li>All the Ministry's corporate policies and processes are complied with</li> <li>Accurate communication and information is passed at all times in a professional manner.</li> <li>The Director of Policy is kept informed of emerging issues.</li> </ul>
<b>Coaching Others</b> <ul style="list-style-type: none"> <li>Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced Policy Analysts.</li> <li>When required, review draft pieces of work and provide feedback to Policy Analysts.</li> </ul>	<ul style="list-style-type: none"> <li>Less experienced Policy and Analytics staff are provided with direction and support where required.</li> <li>The sharing of information, experience, knowledge and ideas is encouraged.</li> </ul>
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others.</li> <li>Co-operate with DIA's health and safety policies and procedures (incl. emergency).</li> <li>Report all near misses, hazards, unsafe behaviours and unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed.</li> <li>All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director of Policy, MEC	✓	✓	✓	✓		✓
	MEC Deputy Chief Executive Policy and Analytics and Leadership Team	✓	✓	✓	✓		✓
	MEC Policy Analysts/Graduate Policy Analysts	✓	✓	✓	✓	✓	✓
	Customers of the Ministry's policy advice	✓	✓	✓	✓		✓
	Other colleagues at the Ministry of Ethnic Communities	✓	✓	✓	✓		✓
External	Cabinet Committees and Select Committees of Parliament	✓	✓	✓	✓		✓
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		✓
	Policy branches of departments, Crown entities and agencies whose responsibilities relate to the work of the Policy and Analytics business unit	✓	✓	✓	✓		✓
	Community organisations and iwi	✓	✓	✓	✓		
	Sector organisations and public interest groups which have an interest in our policy responsibilities	✓	✓	✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		
	Professional bodies relating to policy advice and other skills in the group	✓	✓	✓	✓		
	Academic institutions	✓	✓	✓	✓		

### 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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience producing high quality written work in either a professional or academic context.</li> <li>• Experience working with a range of people to achieve results.</li> <li>• Experience in policy analysis and advice.</li> <li>• Experience in Ministerial correspondence and working with Ministers, Ministers' offices and/or Select Committees.</li> <li>• Proven success working to timelines and juggling multiple tasks.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Awareness and knowledge of the political process, the role of public servants, and the machinery of government.</li> <li>• A thorough knowledge of government and policy processes, principles of policy development, and the role of a public servant.</li> <li>• Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters.</li> <li>• An understanding of the broader strategic context for policy development, including the Government's overall desired outcomes and goals for New Zealand.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Good analysis and research skills.</li> <li>• Ability to undertake routine analytical tasks independently and pick up new issues and areas of policy work with relative ease.</li> <li>• Excellent written communication skills, with strengths in succinct, plain English writing.</li> <li>• Excellent communication and relationship management skills.</li> <li>• An eye for accuracy and detail.</li> <li>• Ability to work under pressure, juggle multiple assignments, and deliver to deadlines.</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• A University Degree.</li> </ul>