

**Senior Policy Analyst**

**Contents**

[About Ministry of Disabled People - Whaikaha 1](#_Toc201758243)

[Our Purpose  1](#_Toc201758244)

[Our working environment  1](#_Toc201758245)

[Working in the Public Service  2](#_Toc201758246)

[Te Tiriti o Waitangi  2](#_Toc201758247)

[Your place in Whaikaha 2](#_Toc201758248)

[About the role 2](#_Toc201758249)

[How you will contribute 2](#_Toc201758250)

[What you will bring 5](#_Toc201758251)

[Who you will be working with 6](#_Toc201758252)

[Delegations 6](#_Toc201758253)

## About Ministry of Disabled People - Whaikaha

### Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, and iwi and hapū Māori, is key.

### Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

### Working in the Public Service

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 both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

### Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori and Turi Māori and recognises them in the context of their whānau, hapū and iwi.  Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

## Your place in Whaikaha

The Senior Policy Analyst reports to the Policy Manager within the Policy team. The team sits in the Policy and Insights Business Group.

## About the role

The Senior Policy Analyst provides high quality analysis and advice on disability policy issues to government and across different sectors and represents Whaikaha effectively including on inter-agency working groups.

## How you will contribute

**Policy Analysis and Advice**

* Lead and provide high quality and timely policy analysis and advice on a wide range of issues that have implications for disabled people’s lives. This includes where the issue and/or scope of the work may be complex, uncertain, ambiguous, or changeable.
* Utilise analytical frameworks and tools to support the development of policy advice.
* Carry out in-depth, rigorous analysis of available information and evidence during different parts of the policy cycle.
* Think laterally about options, source and use available evidence well to assess the quality of those options.
* Advise management and/or the Government on the implications of policies, including trends, risks, developments, and alternatives. Quantify the impact for disabled people and their families.
* Prepare briefing notes, speech notes, Cabinet papers and reports, responses to Parliamentary questions, ministerial correspondence and Official Information Act requests.
* Work on a range of initiatives that contribute towards the Whaikaha strategic priorities, business plan and core functions of stewardship and strategic policy. Contribute to the effective delivery of key pieces of work in a collaborative way across Whaikaha.
* Ensure the implications of Te Tiriti, the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and other international human rights conventions, Enabling Good Lives and equity considerations are well addressed in policy work.
* Proactively coach and mentor others in the policy group, helping to grow their capability, knowledge, and skills. Assist with peer review and participate in quality assurance processes.
* Represent Whaikaha in the policy development process including taking part in inter-departmental working groups.
* Contribute to the development of cross-sectoral and “whole of Government” policy advice and analysis in conjunction with other government agencies as required.
* Develop deep professional expertise on one or more areas of policy relevant to disabled people’s lives.
* Lead processes that include disabled people and their whānau in policy development and review.
* Lead policy projects as agreed with your manager, including defining the problem, managing and undertaking the analysis and engaging others to deliver high quality objective advice and outcomes.

#### **Relationship Management**

* Build and maintain collaborative and positive relationships across Whaikaha, including engaging with others to consider, manage and influence the policy agenda or specific policy issues.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.
* Lead relationships as applicable to your role.
* Work proactively with government agencies and others in ways that are most likely to deliver tangible benefits for disabled people, tāngata whaikaha Māori and their whānau.
* Recognise and value the voice of the disability community.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti obligations.
* Through strong working relationships, influence, collaborate and leverage key government agencies to drive effective leadership and positive change for disabled people.
* Develop and maintain effective relationships with appropriate senior government policy and service delivery staff and information sources.
* Consult with internal and external stakeholders at a senior level to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate.

**Risk Management**

* Identify any organisational risks and take action and/or seek support to minimise their impact.
* Keep your manager informed of any risk issues that may impact on the success of Whaikaha.

**Embedding accessibility**

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

**Embedding te ao Māori**

* Embed te ao Māori (te reo Māori, tikanga, kawa, Te Tiriti) into the way we do things at Whaikaha.
* Continuously build more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

**Contribute to our team - Whaikaha team player**

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, tāngata whaikaha Māori, or have lived experience as whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Limited ad hoc travel may be required.

**Qualifications, experience and knowledge**

* Relevant tertiary qualification and/or equivalent experience. This may include lived experience examples.
* Successful practical experience in a role providing high quality analysis and policy advice. It is particularly advantageous if this has involved policies or settings that might affect disabled people’s quality of life or life outcomes or has otherwise led to a depth of knowledge or experience in disability.
* Proven analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise.
* Experience and knowledge of the policy development process, and of parliamentary processes and the workings of legislation.
* Demonstrated experience of policy implementation and the issues likely to impact on it.
* Ability to peer review policy work and identify ways to improve its quality and impact.
* Experience using and knowledge of project management techniques.
* Understanding of the machinery of government.
* Understanding of Te Tiriti o Waitangi.
* Understanding of the diversity of the disabled community and their experiences, intersectionality, rights-based approaches to disability policy.

## Who you will be working with

**Internal**

* Manager Disability Policy
* Members of the Policy team and wider Policy and Insights Directorate
* Staff and managers across the Ministry

**External**

* Policy staff from other government organisations
* Disability and social policy academic communities
* Disability community organisations and groups
* Iwi networks and Māori interest groups
* Local government and community groups
* Relevant international organisations

## Delegations

The following delegations apply to this position:

* People and Culture – N/A
* Financial – N/A

**Position Description** **Updated:** July 2025