

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Graduate Policy Analyst
Group:	Policy and Organisational Strategy
Reports to:	Policy Manager
Location:	Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The purpose of the Graduate Policy Analyst is to develop, experience and provide high quality policy analysis, information and advice on social development policies.

In their work, the Graduate Policy Analyst is expected to form sound working relationships with colleagues and staff throughout the Ministry, as well as forming good networks and relationships with staff in other social sector agencies.

The Ministry is committed to providing development opportunities for its staff. While in the graduate policy programme, Graduate Policy Analysts will experience being in multiple teams within the Policy and Organisational Strategy group, to help them build a broad range of skills and experience. Coaching and support will be provided by Policy Managers, project leaders and Principal Analysts the graduate works with.

KEY ACCOUNTABILITIES

Key Result Area	Key Accountabilities
Policy analysis and advice	<ul style="list-style-type: none"> - Contributes to developing policy advice - Works with others to develop frameworks to address policy problems and can apply relevant tools (e.g. story-lining, intervention logic, policy costing and financial analysis) - Gathers information, analyses it and draws conclusions - Recommends options for implementation of new policies with supervision - Advises management and/or the government on the implications of policies including trends, risks and developments - Monitors and analyses policies in light of government priorities - Develops an awareness of activities within and outside the Ministry - Builds knowledge of New Zealand's social policy and the children's sector - Develops knowledge or machinery of government and parliamentary processes - Develops knowledge of the implications of the Treaty of Waitangi, voice of the child, human rights and equity considerations in policy work - Builds knowledge of the political environment
Communication	<ul style="list-style-type: none"> - Communicates confidently within their team and the Ministry - Produces pieces of work that are logically structured with clear, crisp and plain language that achieves its intended purpose - Presents written information in a clear and concise manner, according to the Ministry's style (e.g. story-lining and Ministry style guide) - Communicates clearly, recognising the appropriate tone and behaviour to use with different audiences - Attends meetings with decision makers in a supporting role - Proofreads and provides feedback on the work of others

Key Result Area	Key Accountabilities
Project support	<ul style="list-style-type: none"> - Manages own time to deliver on and contribute to work priorities - Provides high quality, objective analysis and advice within specified timeframes - Contributes to wider tasks and projects as appropriate - Prioritises work according to urgency and importance and can manage multiple work items - Able to adapt to different work areas and work flexibly across work priorities - Develops knowledge of the Ministry’s risk methodology and frameworks
Relationship and stakeholder management	<ul style="list-style-type: none"> - Understands key relationships for their team and the Ministry - Builds relationships within Policy and Organisational Strategy group and Oranga Tamariki more broadly - Develops an understanding of key external relationships - Sets up meetings, develops agendas and collates action points - Consults internal stakeholders with guidance - Maintains effective relationships with appropriate government policy teams, service delivery staff and information sources - Escalate concerns and issues when needed
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively and positively participate as a member of the team - Proactively look for opportunities to improve the operations of the Ministry - From time to time, you may be required to perform other reasonable duties as requested by your manager - Comply with and support all health and safety policies, guidelines and initiatives - Ensure all incidents, injuries and near misses are reported into our health and safety reporting tool - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Ministry procedures, policies, guidelines and standards of integrity and conduct - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none"> - Policy Analysts and Senior Policy Analysts - Principal Analysts - Policy Managers - General Managers - Staff across the Policy and Organisational Strategy group - Staff and managers across the Ministry |
| External | <ul style="list-style-type: none"> - Policy staff from other government organisations - Social policy academic communities - Social sector agencies - Iwi networks and Māori interest groups - Local government and community groups - Relevant international organisations |

QUALIFICATIONS & EXPERIENCE

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|---------------------------|---|
| Qualifications | <ul style="list-style-type: none"> - Relevant tertiary degree or higher in social science, arts, commerce, economics or law |
| Other requirements | <ul style="list-style-type: none"> - Have an interest in and develop knowledge of children related policy issues |
| Experience | <ul style="list-style-type: none"> - Demonstrate a willingness to learn, develop and maintain specialist skills and knowledge - A strong interest in the policy development process and of parliamentary processes and the workings of legislation - An interest in policy implementation and the issues likely to impact on it - Ability to produce and recognise high quality work and provide peer support - Computer literate with competence in the use of the Microsoft Suite - Familiarity with basic statistical analysis desirable |
| Skills | <ul style="list-style-type: none"> - Excellent verbal, written and interpersonal communication skills - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others - Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori and Pacific peoples' culture - Conscientious and reflective - Committed to learning and extending self - Valuable team player - Takes initiative and adaptable to a changing environment |
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