# Ministry of Social Development logo

# Senior Analyst

##  Māori, Communities and Partnerships

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The role of the Senior Analyst is to take a senior role in managing and providing policy advice which directly contributes to the achievement of Māori, Communities and Partnerships’ vision, mission and outcomes. As a Senior Analyst, the role will also involve co-ordinating and project managing specific areas of work and overseeing the development, implementation and delivery of new and existing policy and programme initiatives.

### Location

National Office

### Reports to

Manager, Operational Policy and Planning

## Key responsibilities

### Operational Policy

* Contribute to the development of strategies, programmes and initiatives within Māori, Communities and Partnerships (MCP) that align with its strategic and operational plans.
* Manage issues arising from operational policy development, where necessary in co-ordination with the Policy group and other agencies.
* Represent MCP in the interface with the policy groups in the development process including taking part in inter-departmental working groups.
* Manage the effective translation of new policy into operational outcomes.
* Analyse and review all available information and recommend options for implementation of new strategies, policies or initiatives. This may include, benchmarking/best practice standards, guidelines, social change initiatives.
* Advise MCP management on the implications of the analysis/impacts, including trends, risks, and developments.
* Ensure all options that are recommended for new policy refer to up to date information and are in accordance with business goals
* Ensure all key stakeholders are aware of the impacts and risks associated with any new policy, strategy and initiative.
* Provide advice from an operational perspective on trends and issues and innovative approaches that may affect take-up and expenditure.
* Ensure the work of the Operational Policy and Planning team occurs in consultation with internal Ministry (MSD) Policy staff, staff from other government agencies, non-government agencies and service providers.

### Planning

* Participate in and lead the regular review of MCP’s investment in services.
* Identify opportunities to align MCP’s investment with MSD’s overall vision and Government direction.
* Ensure that potential operational impacts, cost and benefits of policy review or development are identified, assessed and factored into the policy development process, prior to implementation.

### Policy advice

* Effect the transition of government legislation, business requirements and policy decisions into operational policy for MCP.
* Manage issues arising from policy in co-ordination with other policy agencies, both internal and external.
* Ensure robust evidence-based advice is provided and documentation for MCP is accurate and updated as and when required.

### Implementation

* Ensure new policies and programmes are implemented on time and meet Government, legislative and organisational requirements.
* Ensure project management skills and planning methodology are used to ensure all elements of implementation meet requirements.

### Business Driven Projects

* Co-ordinate and project manage specific programmes as requested.
* Manage analysis of existing policies, processes, products and services, proposing where applicable, and implementing improvements in line with operational standards, legislation or organisational requirements.
* Consult with internal/external stakeholders and gain support for proposed strategies and identify any barriers to success.
* Ensure all MCP driven projects are developed and implemented on time and to budget.

### Relationship Management/ Liaison

* Establish and maintain effective inter-staff relationships with MCP.
* Develop, maintain and monitor effective relationships with internal and external stakeholders.
* Contribute to the development of MSD which is committed to the delivery of excellent service to its client(s).

### Administration

* Ensure that administrative support is provided to specific projects or groups as required.
* Maintain appropriate documents and records.
* Oversee or carry out all arrangements for staging meetings and specific fora, and co-ordinate follow up action and report backs.

### Reporting

* Produce or provide input in the preparation of reports and responses for/to the:
* Minister
* Chief Executive
* Deputy Chief Executive, Māori, Communities and Partnerships
* General Manager, Safe, Strong Families and Communities
* Manager Operation Policy and Planning
* Other Ministry reporting documentation as required.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Extensive knowledge and understanding of state sector policy development processes
* Extensive experience in or an understanding of the social services/health/education environment and the programmes and services that operate within it to support families
* Prior experience in working with other government agencies, NGOs, Community, Iwi/Maori and Pacific peoples organisations
* Experience in community consultation, planning and networking, and innovative approaches in a social services context
* Experience in government budget bid process an advantage
* Knowledge of key stakeholders in the Community Investment sector
* Knowledge of government processes and direction
* Demonstrated experience in successfully managing and co-ordinating projects
* Knowledge of and previous experience in evaluation and/or monitoring methods and techniques
* Knowledge of co-design or service design principles

## Attributes

* Highly developed analytical and problem-solving skills - able to analyse data and write strategically focused reports based on this analysis with recommendations
* Excellent communication skills, particularly oral and written
* Excellent interpersonal skills - able to clearly express views in a variety of fora, adapt style to meet the needs of the audience and convince others to accept ideas/strategies
* Excellent relationship skills – able to establish, build and maintain effective working relationships
* Excellent ability to develop/articulate logical arguments – based on fact, information is sourced from a variety of sources, argument is backed by sound evidence
* Strong project management skills – able to plan and organise work to meet competing deadlines, identify resources required, calculate risks/opportunities, track activities and provide progress reports
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* Manager, Operational Policy and Planning, and team
* Māori, Communities and Partnerships Managers and staff
* Other MSD Managers and staff

### External

* Oranga Tamariki
* Minister for Social Development Office staff
* Policy staff from other Government departments/agencies including local government
* Iwi/ Māori and pacific peoples organisations and their staff
* Community service providers and advocacy or representative groups

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** February 2022