# Ministry of Social Development logo

# Principal AnalystMāori, 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 Principal Analyst contributes to the on-going development of Māori, Communities and Partnerships (MCP) through the provision of high-quality specialist and analytical advice. The Principal Analyst participates in and leads projects and policy initiatives within MCP, Ministry, Government or sector wide. The Principal Analyst also provides mentoring and supports the professional development of less experienced staff.

The Principal Analyst is future focussed, streamlining the flow of work, ensuring it’s efficient

and effective. The Principal Analyst identifies system barriers when they are present and

assists senior management to create positive change. The Principal Analyst is a key enabler

in creating a more cohesive team and providing effective reach into Service Delivery as a

whole.

In their work, the Principal 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 relevant to the nature of the work.

### Location

National Office, Wellington

### Reports to

## Manager Disability and OSCAR

## Key responsibilities

### Policy Analysis and Advice

* Undertake complex policy analysis
* Participate in or lead significant projects or policy initiatives, including those that cross Service Delivery and inter-sectoral boundaries
* Make a significant contribution to the development of methodologies, techniques, and procedures used within SSFC
* Develop and promulgate analytical frameworks to use as tools for analysing policy issues. Improve work flow and the systems in which SSFC operate
* Provide specialist advice and analytical input into the work of other teams within SSFC, including providing quality assurance through peer review
* Provide intellectual leadership within SSFC
* Provide mentoring, support and guidance to peers and other staff
* Strive to continuously improve and consider how (if possible) to contribute to relevant
* research.

### Policy Development

* Represent the Ministry in the State Sector policy development process, including taking part in and leading inter-departmental working groups
* Contribute policy advice to the development of cross-sectoral and “whole of
* Government” policies in conjunction with other government agencies as required.
* Develop and maintain effective networks with policy experts both within New Zealand and overseas
* Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed.

### Strategic Perspective

* Develop a broad overview of policy issues across the Ministry
* Develop an understanding of the links between the various policy, research and evaluation programmes within the Ministry and use that knowledge to enhance the work of the group.

### Work Programme

* Contribute to other areas of the work programme as agreed with your manager in accordance with the needs of the Ministry, your professional areas of interest, and/or your personal development plan.

### Relationship Management

* Works effectively with internal and external stakeholders, colleagues, staff, groups outside the formal line of authority, communities, interest groups and customers, external agencies and providers, to accomplish organisation goals
* Uses appropriate interpersonal styles and methods to articulate the Ministry’s position and strategy on issues (and related rationale) with accuracy and persuasion.

### Māori and Pacific responsiveness

* Integrate Te Pae Tawhiti, Te Pae Tata and the Pacific Prosperity strategies into work programmes
* Champion a Te Ao Māori perspective by ensuring its inclusion in all design work

## 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

* Comprehensive knowledge of one or more areas of relevant social policy eg child, youth, family and communities
* Highly developed analytical skills, and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
* Ability to create practical (do-able) recommendations and solutions with solid reasoning
* A good understanding of policy implementation and the issues likely to impact on it
* Ability to produce and recognise high quality policy work, and provide peer support and coaching to colleagues
* Project leadership skills
* Computer literate
* Tertiary qualification in a relevant discipline at honours level or above, or equivalent operational experience
* Comprehensive experience at a senior level in the policy development process, and in parliamentary processes and the workings of legislation.

## Attributes

* Excellent communication, self-management and interpersonal skills
* Presents ideas effectively to individuals or groups and demonstrates excellent listening skills
* Effective organisation and planning skills
* Strong analytical, conceptual and strategic thinking ability
* Exercises sound judgement and political sensitivity
* Flexible, adaptable and pragmatic
* Seeks, and encourages others to seek, opportunities for different and innovative approaches to address organisational problems and opportunities
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
* Recognises and understand the circumstances and issues facing Maori in the communities the Ministry works with.

## Key relationships

### Internal

* Safe, Strong Families and Communities management and staff
* Māori, Communities and Partnerships management and staff
* Senior Managers and staff in Service Delivery (SD) and MSD

### External

* Other Government Departments/Agencies as appropriate
* Non-Government Organisations/Community Organisations
* Relevant professional, training and practice organisations

## 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:** July 2025