|  |
| --- |
|  |
| Principal AnalystPolicy |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs 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**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
|  |  |  |
| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****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 |
| 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\***** |
| 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 ongoing development of their unit and the Policy Group through the provision of high-quality specialist and analytical advice. The principal analyst participates in and leads projects and policy initiatives within the unit or across the Group or Ministry. The principal analyst also provides mentoring and supports the professional development of less experienced analysts.

The General Manager will assign work to the Principal Analyst according to the group’s work programme and any other Ministry-driven or other projects or priorities. 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.

The Ministry is committed to providing development opportunities for staff. Analysts may be asked to move between the teams/units within the Policy Group or elsewhere in the Ministry to help them build a broad range of skills and experience and as part of the flexible approach to the management of the work programme.

Location

National Office, Wellington

Reports to

General Manager

## Key responsibilities

**Policy Analysis and Advice**

* Undertake complex policy analysis
* Participate in or lead significant projects or policy initiatives, including those that cross unit, group and inter-sectoral boundaries
* Make a significant contribution to the development of methodologies, techniques, and procedures used within the group
* Develop and promulgate analytical frameworks to use as tools for analysing policy issues by drawing on academic theory and operational reality
* Provide specialist advice and analytical input into the work of other Unit/Team Managers and analysts, including providing quality assurance through peer review
* Provide intellectual leadership within the group
* Provide mentoring, support and guidance to other analysts.

**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.

**Analytical Skills**

* Demonstrates clarity of thinking, defines the problem well, produces advice that is thorough, objective and methodologically sound, constructs logical arguments that reconcile areas of complexity or ambiguity, and creates practical (do-able) recommendations and solutions with solid reasoning.

**Results-Oriented**

* Is motivated, persistent, and delivers; takes action to achieve goals, anticipates potential issues, obstacles or problems and deals with them effectively, and completes projects and work assignments efficiently and on time without the need for prompting.

**Innovation and Creativity**

* Continuously seeks, and encourages others to seek, opportunities for different and innovative approaches to address organisational problems and opportunities.

**Communication Skills**

* Expresses ideas effectively in written communication and in individual and group situations; adjusts style to the needs of the intended audience; presents ideas effectively to individuals or groups; demonstrates excellent listening skills.

**Relationship Management Skills**

* 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.

**Judgement**

* Behaves in an ethical, honest and transparent manner. Selects options well. Is trusted to make decisions (appropriate to their level) that are backed up with sound reasoning.

**Contributes to Collective Interests**

* Identifies and acts on opportunities to raise the profile of their team, group and the Ministry in a positive way, encourages others to make a contribution, shares knowledge and information, and gives appropriate priority to Maori interests in all work undertaken.

## 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 social policy, e.g. income support, child and youth, family, employment, communities
* Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
* 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, with competence in the use of the Microsoft suite of products
* 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

* conscientious
* committed to learning & extending self
* enjoys team work
* demonstrates honesty and integrity
* makes a positive contribution
* constructive
* self-motivated
* determined/resilient
* pragmatic
* adaptable
* open-minded
* forward thinking
* reflective

## Key Relationships

Internal

* General Managers
* Principal Advisors
* Team Managers
* Staff across the Policy Group
* Staff and managers across the Ministry

External

* Policy staff from other government organisations
* Social policy academic communities
* Social sector agencies
* Iwi networks and Maori interest groups
* Local government and community groups
* Relevant international organisations

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports No

Security clearance No

Children’s worker No

Limited ad hoc travel may be required

**Position Description Updated:** February 2021