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| Principal Analyst |
| 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 |
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| ****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. |
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| 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
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| ****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 on-going development of their team and the Ministry through the provision of high quality specialist and analytical advice. The Principal Analyst participates in and leads projects and policy initiatives within the team or across the Group or Ministry. The principal analyst also provides mentoring, and supports the professional development of less experienced analysts.

The 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.

**DSS Review Programme**

The DSS Group has been established to ensure fairer access to disability support services in New Zealand, ensuring those with the greatest needs receive quality support services. The DSS business group is comprised of DSS operations and a dedicated taskforce to deliver the DSS Review Programme.

The Group is responsible for the delivery of DSS services to disabled New Zealanders. It also leads the DSS Review programme which will provide the capability uplift required of DSS to deliver better services and outcomes, and ensure the sustainability of DSS into the future, including appropriate commercial management of DSS contracts, procurement and finances.

The DSS Review Programme has been established to implement the recommendations of the Independent Review into DSS that:

* provide disabled people with certain and consistent access to DSS, no matter what their circumstances or where they live in New Zealand
* prioritise funding for disabled people with the highest needs, and those who would benefit most from early intervention support,
* ensure that Enabling Good Lives (EGL) principles are put into practice
* ensure that the long-term sustainability of DSS is strengthened to provide disabled people and carers with services that are both fair and affordable.

The Programmes current workstreams include:

* Policy and data - provide advice on future eligibility approaches and system settings
* Designing the future changes to DSS contracting and procurement and aligning with other systems
* A programme office will provide overall programme coordination, reporting, and communications.

Location

National Office, Wellington

Reports to

Deputy Chief Financial Officer - Disability Support Services

## Key responsibilities

Analysis, advice and support

* Provide intellectual leadership within the group
* Develop and present advice to senior management and Ministers
* Provide high quality advice on complex issues without the need for guidance from others
* Add value to the written communication of others
* Ability to communicate findings to non-technical users
* Ensure the implications of the Treaty of Waitangi, Human Rights and equity considerations are fully addressed in our work
* Advise management and/or the Government on the findings including trends, risks, and developments
* Have a breadth of view of organisational issues and an understanding of the key imperatives of other agencies
* Actively provide quality peer review to colleagues
* Represent the Ministry externally at significant interagency meetings
* Take a leadership role in internal or external meetings as appropriate
* Articulate the Ministry’s position and strategy on issues (and related rationale) with accuracy and persuasion

System and information development

* Represent the Ministry by taking part in inter-departmental working groups
* Develop professional expertise in areas of priority to the Ministry
* Contribute advice to the development of cross-sectoral and “whole of Government” policies in conjunction with other government agencies as required
* Develop and maintain effective relationships with appropriate Government research and evaluation, policy and service delivery staff and information sources
* Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed

Ministry or sector driven projects supporting operational and policy development

* Carry out analysis of existing policies, processes, products and services and make evidence-based recommendations in line with operational standards, policies, organisational requirements
* Carry out analysis that informs the Ministry’s policies and practices and contributes towards the Ministry’s strategic business plans/outcomes
* Consult with internal and external stakeholders to gain support and input for proposed initiatives, identifying and overcoming barriers as appropriate
* Contribute to or lead projects as agreed with your manager

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 expertise, and your personal development plan
* Apply project management methodology to ensure work meets business requirements and business standards

Methodologies and Process Development

* Makes a significant contribution to the development of methodologies, techniques and procedures used within the team/Group

Relationship Management

* Maintains networks and relationships with policy, research and evaluation experts both within New Zealand and overseas

Mentoring

* Assist in the development and mentoring of Senior Analysts, Analysts and Graduate Analysts

Project Management

* Lead substantial work programmes on a broad range of issues
* Coordinate input from team members and other contributors
* Assist sponsors to operationalise their information needs

Advice / QA / Peer Review

* Provides specialist advice and analytical input to the work of other General Managers/Directors/ managers and analysts, including quality assurance through peer review

## 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

* Tertiary qualification in a relevant discipline at honours level or above, or equivalent operational experience
* Expertise in qualitative and/or quantitative methodologies
* Familiar with and comfortable using administrative data
* Technical and analytical skills and ability to use appropriate tools (for example, MS Excel, SAS, Enterprise Guide, SPSS and publication skills)
* Comprehensive experience at a senior level in an analytical role
* Comprehensive knowledge of one or more areas of social policy, e.g. income support, child and youth, family, employment, disability support services, communities
* Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
* Ability to produce high quality analytical work and provide peer support and coaching to colleagues
* Project leadership skills

## 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/Directors in DSS business group
* Principal Advisors/Analysts
* Staff across DSS business group
* Staff and managers across the Ministry

External

* The Ministers Office;
* Social Policy academic communities within New Zealand;
* Other Government departments and 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 adhoc travel may be required

**Position Description Updated:**  August 2024