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| Policy Analyst |

## About us

The Social Investment Agency is a central agency, set up to lead the social investment approach to improve people’s lives and to support the Government to achieve better outcomes from social service expenditure. Social investment involves using data to understand people’s needs and the best prevention points, implementing evidence-based approaches to improving outcomes, and testing that they’ve been successful. The Agency has a particular focus on cross-sector work to address the most pervasive social sector challenges.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the position

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| The purpose of this position | |
| As part of the Policy and Insights team, a Policy Analyst is responsible for helping to deliver our work programme through the development of high quality, timely, cross system policy advice to improve the wellbeing of Aotearoa. This role works across the Policy & Insights team and alongside the Agency’s enabling and operational teams. | |
| Team and location | Policy & Insights, Wellington |
| Reporting to | Manager Policy & Insights |
| Salary band | Band 16 - $86,850 - 122,611  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $86,850 and $102,176 |

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| What you will do to contribute |
| **Policy Advice**   * Provide quality policy advice which is actionable, data-driven, evidence based, reliable, trusted by stakeholders and delivered on time * Provide policy advice, options, and recommendations which is aligned with our strategy and work programme to support informing and influencing decision makers * Contribute to strategic conversations internally on social sector issues leading to effective policy that will underpin the Social Investment Fund. * Work in cross-functional teams to develop policy advice and insights based on data drive research and analytics * Identify, anticipate, define, and confirm policy issues and research objectives. Ensure quality of policy advice through peer review process and application of the Policy Quality Framework * Take account of divergent ethnic perspectives and be able to incorporate a Te Tiriti o Waitangi lens on the Agency’s policy and insights * Ensure up-to-date knowledge of policy frameworks and best practices * Be open to development and receiving feedback |
| **Relationship Management**   * Build and maintain effective relationships and partnerships in the policy and insights communities to ensure stakeholders are well informed and linked into key priorities for the Agency * Build connections with the policy and insights communities to coordinate activity and facilitate strong engagement with the Social Investment Agency * Work with other agencies on developing and communicating policy advice and insights to build a sense of being joined up |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary * Ensure that analysis, data and information supplied is accurate and verified * Role level risks are identified and managed appropriately * Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner |
| **Health and Safety**   * Take responsibility for meeting SIA’s obligations in workplace health and safety |

## About you – what you will bring specifically

### Qualifications

Relevant tertiary qualification

### Experience and knowledge

* Experience providing policy advice, with an understanding of the principles of policy development and quality policy advice processes, ideally in the public sector
* Excellent written and visual communication skills with an ability to translate technical or analytical information for a non-technical audience
* An understanding of machinery of government, including the public policy process
* An understanding of the principles of Te Tiriti o Waitangi and a commitment to develop your cultural capability in te ao Māori

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully
* Achieving ambitious goals – committed and tenacious, ambitious
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases
* Honest and courageous – shows courage, shows decisiveness, leads with integrity
* Resilient – displays resilience, demonstrates composure
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Aligns work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.