**Kaitātari Kaupapa Here**

## Policy Analyst

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|  | **Te Puni:** | Te Puni Hononga Kaupapa Here - Policy Partnerships |
| **Reports to:** | Tumu Whakahaere - Manager, Policy |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**ORGANISATIONAL STATEMENT**

Te Puni Kōkiri’s core purpose is ensuring that iwi, hapū and whānau Māori succeed as Māori.  Our role is to support Government to strengthen Treaty of Waitangi partnerships and facilitate iwi, hapū and whānau Māori to succeed at home and globally through:

* **Ārahitanga:** Provision of strategic leadership and guidance to Ministers and the state sector on the Crown’s on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori
* **Whakamaherehere:** Provision of advice to Ministers and agencies on achieving better results for whānau Māori
* **Auahatanga:** Development and implementation of innovative trials and investments to test policy and programme models that promote better results for whānau Māori

Our work is focused around four inter-related outcomes

* Whakapapa/Identify – Māori language, culture and values hold a central place in Aotearoa New Zealand
* Oranga/Wellbeing – Opportunities and outcomes that reflect and support the aspirations of whānau
* Whairawa/Prosperity – A thriving Māori economy supported by high performing people, assets and enterprise
* Whanaungatanga/Relationships – Genuine, enduring and productive relationships between Crown and Māori

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI Statement**

The Policy Partnerships Te Puni works in partnership with Government agencies and Te Puni Kōkiri stakeholders, to design and deliver policies that have a significant impact on Māori.

Our work involves policy leadership across a range of Māori specific initiatives; and influencing policy advice provided more widely across the state sector to ensure that other agencies consider, and address, improving the quality of outcomes for whānau, hapū, iwi and Māori.

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

Analysts are responsible for providing high quality analysis, research and advice that contributes to *Iwi hapu and whānau Māori to succeed as Maori*. Analysts will work collaboratively in teams within the Policy Partnerships Te Puni to contribute to the development of robust policy analysis and advice.

Analysts will have three main focus areas:

* To produce and/or influence the development of innovative, cutting edge policy;
* To work collaboratively with their intellectual peers in Te Puni Kōkiri and with other government departments in developing policy that will contribute to ‘Māori succeeding as Māori’; and,
* To represent Te Puni Kōkiri’s policy position to a wide range of audiences.

**DIMENSIONS**

**Range of Influence**

Analysts will be a part of a range of Policy Partnerships projects and advice within their work programme. Analysts are also required to advise other government agencies to ensure that Māori Development implications are accounted for. All Policy Partnerships staff will work closely with Regional Partnerships Te Puni ensuring unified service to the Minister and to Māori communities.

**Leadership**

Analysts have no direct line management responsibility. Analysts may be required to lead small Policy Partnerships projects and sub projects involving Te Puni Kōkiri staff and staff from other agencies. Analysts may be called upon to coach and mentor more junior staff in their teams.

**Financial**

Analysts do not have financial delegation.

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

As an Analyst you will be responsible for:

**Producing and/or influencing the development of innovative, cutting edge policy.**

* Producing and influencing robust policy research and/or analysis that contributes to Māori succeeding as Māori.
* Contributing to the development of conceptual frameworks that will underpin key areas of policy work.
* Leading and engaging in rigorous discussion and debate to inform our policy development and advice.
* Working collaboratively and effectively in project teams.
* Managing specific projects and initiatives within the Policy Partnerships te Puni.
* Taking collective responsibility for decisions made.
* Engaging in environmental scanning, to anticipate potential issues and identify trends or new areas of policy work.
* Providing advice to the Policy Partnerships Wahanga on key issues in current area of work.

**Working collaboratively with key stakeholders.**

* Contributing to an intersectoral approach to the development of policy.
* Sharing knowledge in ways that inform and develop the thinking and direction of all who contribute to policy and Māori outcomes.
* Identifying and managing relationships with key stakeholders.
* Providing professional and timely advice and information to relevant stakeholders.
* Developing networks for information exchange within Te Puni Kōkiri and across the state sector.
* Remaining informed of changes in key areas of iwi, hapū, whānau and Māori development.
* Representing Te Puni Kōkiri’s policy position to a wide range of audiences.

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

## *Role Specific Competencies*

Role specific competencies describe requirements specific to a role:

**Policy Analysis**

* Conduct research for small or sub projects; identifying relevant sources, collecting information, and presenting in an ordered and logical manner
* Are able to understand and argue issues with clarity and confidence.
* Undertake problem definition or outcome identification; seek out common threads in and across information sources and use sound judgement to suggest best approach.
* Develop an awareness of policy processes and the machinery of government.
* Understand the need to engage a range of parties in decision making processes and develop an awareness of consultation processes.
* Are able to write clearly and concisely, using accurate grammar and addressing the issue.
* Have a general awareness of political, economic, cultural and social contexts of Māori in New Zealand and develop a more in depth understanding of the factors impacting on the work of Te Puni Kōkiri.
* Understand that Te Puni Kōkiri develops policy with a Māori context.

**Specialist Knowledge**

* Apply the techniques and theory of a particular area of speciality relevant to Te Puni Kōkiri.
* Apply your specialist knowledge within clear guidelines.
* Have sufficient understanding of speciality area to know how to source further information.
* Share professional knowledge and expertise.
* Seek opportunities to expand on your specialist knowledge, skills and experience.
* Develop an understanding of the policy areas that Te Puni Kōkiri works in.

**Planning/Project Management** (Te Kākano)

**Understand role and expectations of team members**

* You need to have a basic awareness of the Ministry’s project management methodology.
* You need to understand your role and that of other team members on projects.

**Actively engage as a member of project teams**

You need to engage and collaborate in teams working on policy projects with close supervision and in a clearly defined role and with clear outputs. These project teams may work across directorate or division boundaries.

You need to seek and act on instructions and directions from senior colleagues, project managers and managers. You will be expected to:

* assist with project planning and reporting
* develop project plans for small-scale tasks or projects
* undertake simple project management tasks (like organising meeting times and venues) by yourself.

**Manage own time to deliver on expectations**

At entry level, you are only expected to manage your own time and work, not that of others.

In managing your own time and workload, you should:

* plan ahead so you deliver on expectations and assigned tasks
* seek clarification when expectations, deliverables, or timelines are not clear to you
* identify well in advance if you will have difficulty meeting expectations because of competing priorities, and work with the manager or lead analyst to develop strategies to manage the work

**Understand financial responsibility**

All employees at the Ministry are expected to have a responsible attitude to expenditure of taxpayer funds, avoid waste, and be mindful of the Ministry’s financial position.

This includes:-

* understanding and complying with the Ministry’s finance policies.
* You may be asked to research costs and assist with budgeting calculations for projects you are contributing to.

## *CORE Competencies*

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| Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:  **Māori Perspective**   * Show respect for and have an interest in Māori history and traditions * Use basic greetings and pronunciation of Te Reo Māori * Are comfortable in situations where tikanga is observed and show respect for its importance * Are open to working with Māori concepts and traditions * Show respect for Māori groups and are comfortable working in a Māori environment * Understand the importance of the Treaty of Waitangi.   **Leadership**   * Develop a professional approach to your work * Share knowledge and information * Show commitment to team goals * Work collaboratively with other members of the organisation * Work within any change requirements   **Relationship Management**   * Understand principles of Māori interrelationships and acknowledge when dealing with people * Actively participate and enjoy building the capability of the team * Promote a friendly, cooperative climate in groups and teams * Identify stakeholder needs and follow up to address them * Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives * Show an interest in people’s issues and activities that go beyond the immediate work * Engage others before making decisions * Come face to face with conflict rather than trying to avoid it |

**Communicating Effectively**

* Can use Te Reo Māori in your work and are confident when communicating with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authoritative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty in understanding
* Appreciate when information may be unpopular or create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress
* Solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information
* Incorporate Māori concepts and values into your work approach
* Recognise when problems or issues create risk and act to mitigate and/or advise appropriate others
* Pursue work with energy, drive and a need to finish
* Read changing work demands and respond positively

**Business Understanding**

* Model Te Puni Kōkiri’s values
* Align your work with organisation’s strategies and objectives
* Have a commitment to business policy and procedures and act to uphold them
* Understand roles and functions of business groups and how they interrelate
* Understand the basic principles of the Treaty of Waitangi and apply to your work
* Understand high level operation of government
* Understand and acknowledge relationships with other government agencies
* Maintain awareness of the political environment
* Consider impact of decisions on Te Puni Kōkiri’s stakeholders

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Assistant Deputy Chief Executives | Direct report |
| Principal Policy Analyst, Office of the Deputy Chief Executive | Support on key priority areas |
| Project teams | Participate in policy projects |
| Regional Partnerships Staff | Gather information relevant to policy projects and keep up to date on work relevant to them |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| Policy staff in government agencies | Participate in cross agency projects or forum |
| Māori communities | Consult and communicate with relevant Māori groups about policy projects affecting that group. |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority**

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| **Area of Delegation** | **Delegated Authority** |
| Recruitment | **nil** |
| Remuneration | **nil** |
| Development and performance | **nil** |
| Ending employment | **nil** |

**Financial Authority**

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| --- | --- |
| **Delegation Level** | **Nil** |
| Maximum Expenditure Limit | Nil |

**Non Departmental Delegations**

**Nil**