**Kaitātari Kaupapa Here Tōmua**

**Senior 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 to design, develop 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**

Senior Analysts are responsible for leading, influencing and providing high quality analysis, research and advice that contributes to *Māori succeeding as Māori.*

Senior Analysts will work collaboratively across the Regional Partnerships Te Puni and undertake a strong leadership and mentoring role that will bring focus, consistency and quality to our policy, evaluation and research functions.

Senior Analysts will have four main focus areas:

* To lead, influence and/or produce the development of innovative, cutting edge policy;
* To assist to develop a solid foundation of high quality policy advice and practice;
* 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**

Senior Analysts will lead and play a significant role in policy projects within their work programme. Senior Analysts also advise and influence other government agencies to ensure that Māori development implications are accounted for in government wide policy decisions. All Policy Partnerships staff will work closely with the Regional Partnerships Te Puni ensuring unified service to the Minister and to Māori communities.

**Leadership**

As a Senior Analyst have no direct line management responsibility. Senior Analysts may be required to lead particular Policy projects involving Te Puni Kokiri staff and/or staff from other agencies. Senior Analysts are also responsible for coaching and mentoring more junior Analysts.

**Financial**

As a Senior Analyst you do not have financial delegation but will be required to monitor and manage (under the oversight of the Project Manager) financial aspects of projects that they lead. This includes ensuring that project finances are appropriately and accurately budgeted and spent.

**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 a Senior Analyst you will be responsible for:

**Leading, influencing and producing the development of innovative, cutting edge policy.**

* Leading, influencing and providing high quality analysis, research and advice that contributes to Māori succeeding as Māori.
* Leading and 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 the Project advice.
* Engaging in environmental scanning, to anticipate potential issues and identify trends or new areas of the Project’s work.
* Working collaboratively and effectively in project teams.
* Taking collective responsibility for decisions made.
* Providing advice to the Project Manager on key issues in current area of work.

**Contributing to the development of a solid foundation of high quality advice and practice.**

* Providing professional insight and expertise to strategic planning processes.
* Ensuring shifts in the environment are anticipated, planned for, and reflected in the work programme.
* Providing constructive analysis and guidance to the Project Manager.
* Actively supporting the Project Manager to understand, articulate and utilise the framework to inform their thinking and work.
* Assisting the Project Manager to allocate work outputs.
* Developing quality standards and appropriate processes for the production of appropriate policy analysis.
* Ensuring quality standards and appropriate processes are maintained in all project work that is produced.

**Working collaboratively with key stakeholders.**

* Leading and contributing to an inter-sectoral approach to the development of policy.
* Sharing knowledge in ways that inform and develop the thinking and direction of all who contribute to the Whānau Ora Commissioning Project.
* Developing networks for information exchange within Te Puni Kōkiri.
* Identifying and managing relationships with key stakeholders.
* Remaining informed of changes in key areas
* Providing professional and timely advice and information to relevant stakeholders.

**Representing Te Puni Kōkiri’s policy position to a wide range of audiences.**

* Providing advice on controversial or politically sensitive issues.
* Providing advice and support to the Deputy Chief Executive, Chief Executive, Ministers and the Project Manage.

**Knowledge. Skills and Experience**

* A post graduate degree in a related field or demonstrable experience in the public sector analysis.
* Strong interpersonal skills and the ability to operate with a diverse and flexible team of staff.
* The ability to build, maintain and enhance strategic relationships within Te Puni Kokiri, Government departments Māori and other groups.
* Have a high level of understanding and direct experience of government processes, systems and tools.
* Have highly developed conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex problems.
* Proven ability to lead cross-government policy development and/or implementation programmes within area and level of expertise.
* Lead people in the completion of project work, working in a collaborative way with each team members line manager
* Highly respected across government and demonstrates leadership in their field.
* Proven ability to represent their organisation and are recognised for their expertise by other Government agencies or external stakeholders.
* Have highly developed interpersonal skills and the ability to motivate and persuade key stakeholders.
* Can mentor people within the organisation and sector and/or can lead the development of policy capability.
* Have highly developed communication skills both oral and written which enable the person involved to deal effectively with the key stakeholder relationships and explain complex issues clearly to a range of audiences, including non-technical experts.

**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**

* Are adept at researching issues (using effective research methodologies) to gather information and formulate findings that inform policy projects.
* Maintain an awareness of area of work so that policy work is targeted appropriately.
* Define problems ensuring causes are distinguished from symptoms.
* Break down issues to their elements, explain relationships among elements, imagine options and apply appropriate criteria to assess options and recommend the best approach.
* Understand processes of policy development and advice and use this in analysing and conducting small projects or project streams.
* Brief the Minister clearly and accurately on policy issues.
* Contribute to planning policy projects including: project definition, establishing purpose and form, consider implementation issues, and ensure interventions are able to be monitored and evaluated.
* Know government requirements for consultation.
* Identify parties with an interest in Policy issues; in government, sector and communities; and develop consultation process to establish interest and input.
* Represent Te Puni Kōkiri at interagency forums.
* Craft policy documents clearly, logically and using appropriate tone.
* Identify and raise matters that may be politically or publicly controversial.
* Understand community issues in your field of work and apply this knowledge to your policy advice.
* Are able to incorporate Māori knowledge and values in policy analysis

**Specialist Knowledge**

* Seen as an internal expert in your of speciality and apply specialist knowledge and skill with little guidance.
* Can identify, use and comply with, any legislation relevant to your work and answer questions concerning the detail and application of such legislation.
* Have sufficient knowledge to debate issues credibly with key stakeholders.
* Share your knowledge and skill with others who require the expertise.
* Continually aim to improve your specialist knowledge and skill.
* Have a good understanding of the policy areas across Te Puni Kōkiri.

**Planning/Project Management**

**Provide input to Ministry planning documents and link projects to Ministry outcomes**

* You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent.
* You should be able to draw linkages to the Ministry’s outcomes hierarchy and think through project outcomes within this framework.

**Contribute to larger projects**

* You may contribute to projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager.
* You will need to operate relatively independently within clear designated groups, with support from other staff and or managers.
* You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

**Manage small to medium contracts**

You need to:

* be able to plan, manage and report against small to medium contracts and budget components
* be fully aware of and understand the Ministry’s procurement processes and financial policies
* monitor and manage contractors’ performance against deliverables and ensure you meet the Ministry’s requirements.

As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry’s contract management system and draft high-quality contracts in consultation with the Legal Team and/or other senior staff.

**Identify project priorities, risks and opportunities**

* Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities.
* You will need to think several steps ahead and anticipate and adjust for problems or risks.

**Lead, plan and report on projects**

You will lead defined small scale projects using the Ministry’s project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures.

You need to:

* accurately scope out the length and difficulty of tasks and projects
* identify resource requirements
* identify appropriate project governance arrangements
* measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues/risks.

## *CORE Competencies*

Core competencies are relevant to all roles in Te Puni Kokiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Are committed to the kaupapa of the organisation and carry out work with professionalism
* Coach and mentor less experienced members of team
* Further the team’s goals
* Support other team members to complete tasks
* Take responsibility for being a team member
* Respond and adapt to any changing environment

**Relationship Management**

* Build relationships with deference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Avoid focusing on immediate needs to the detriment of longer term relationships
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact

**Communicating Effectively**

* Effectively 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 your 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**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the importance of traditional and contemporary knowledge for Māori development
* Commit to and promote the organisation’s strategies and business objectives
* Set operational strategy to achieve business goals
* Understand the reasons behind business policy and procedure and monitor effectiveness
* Understand the purpose and current work of other groups in the organisation
* Understand the Treaty of Waitangi and how it applies to the work of Te Puni Kōkiri
* Understand and consider impact of decisions on wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates within
* Understand the needs of Te Puni Kōkiri’s stakeholders and respond to them

**KEY RELATIONSHIPS**

**Internal**

|  |  |
| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| 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**

|  |  |
| --- | --- |
| **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**

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

**Non Departmental Delegations**

**Nil**