

He Whakatairanga Tūranga | Position Description

Position:	Aporei Tātari Principal Analyst		
Te Puni:	Te Puni Kaupapa Policy		
Reports to:	Kaiārahi Kaupapa Here Policy Manager		
Location:	Te Tari Matua, Pōneke National Office, Wellington		
HR Delegations	NIL	Financial Delegations	NIL
Date:	20 Pipiri 2024		

Mō Te Puni Kōkiri | Te Puni Kōkiri Statement

Te Puni Kōkiri is the Government's principal policy advisor on Māori Wellbeing and development. To perform this role effectively we must exert leadership and influence on the public system to support government to have a positive impact on Māori wellbeing outcomes and intergenerational transformation.

Our Vision for Te Puni Kōkiri is to better enable Thriving Whānau. A vision underpinned by the idea that *"When whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa"*. This vision is guided by our purpose statement: *"drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong"*.

Our strategic priorities centre on:

- Māori Economic Resilience – The investment made to recover from COVID-19 builds a more sustainable, resilient, and inclusive Māori economy.
- Te Ao Māori – The collective and individual rights and interests of Māori as tangata whenua are recognised, protected, supported, and invested in.
- Equitable & effective government performance for Māori – Māori have improved outcomes across key areas of government investment.

If you would like to find out more about Te Puni Kōkiri, visit our website tpk.govt.nz.

Mō Te Puni Kaupapa | About Policy

The Policy Puni is strategy-led and results-driven. It provides advice to the Government and Government agencies on strategic policy issues and evidence-based approaches to improve Māori wellbeing and support the advancement of iwi and Māori development. The core value proposition of the Puni includes:

- leading across the public sector to understand and prioritise issues, needs and opportunities impacting on Māori wellbeing and development;
- providing credible, evidence-based advice that is anchored in the cultural context of iwi, hapū, whānau and Māori;
- designing, applying and advising on Te Ao Māori and Te Tiriti-based frameworks for policy; and
- linking the voice of whānau, hapū, iwi and Māori development into policy proposals and solution design.

Mō te Tūranga | About the Role

Principal Analysts in the Policy Puni work as a team to provide intellectual vision and leadership to deliver high-quality policy advice.

Principal Analysts contribute to a range of activities across the Ministry and across Government by having a thorough understanding of the strategic context in which the Ministry operates; understanding the priorities and perspectives of Ministers, partner agencies and key external stakeholders; being fully aware of the Ministry's political, external and historical drivers; and assisting analysts to understand the ways in which day-to-day work contributes towards meeting high-level strategic objectives.

Principal Analysts do not have direct reports. They will provide strategic, technical and analytical leadership on complex issues where the development of new frameworks and approaches may be needed. They also play an essential role as coach and mentor to staff and management. In addition, they will lead analysts across various teams on significant projects.

Principal Analysts are employed to work across the Ministry and will be deployed onto key work programmes as and when required. This work may often extend to taking on project leadership across the Puni.

Principal Analysts are responsible for leading policy development, understanding the wider and long-term implications, and engaging relevant stakeholders at an early stage. They ensure the right skills are sourced for each task and oversee policy development to ensure it delivers to the required standard, engages widely, and uses the right policy tools.

Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

Policy development and implementation

- Lead policy development and implementation processes, including the preparation and drafting of policy documents and ad hoc policy advice, as delegated by the Manager.
- Demonstrate flexibility, adaptability and strategic agility as the needs and priorities of the Ministry and the Minister change over time
- Provide expert technical advice to management, colleagues, Government agencies, private industry, Māori, and the wider public regarding policy issues.
- Front engagement with the Minister
- Lead Ministry's engagement with other departments, and external stakeholders as well as communication and cooperation with sectors, Maori, groups, and the wider public
- Lead the Ministry's and NZ's representation externally in national and international forums and policy development, at select committees, cabinet meetings and other public forums.

Increasing the capability and professionalism of the Ministry

- Establish and maintain positive professional relationships internally, particularly within the Policy Puni, Strategy Puni, and with key external stakeholders
- Demonstrate a commitment to self continuing development of core, transferable policy skills
- Work alongside Managers in lifting the capability of the Ministry through playing a lead role in the development, implementation and maintenance of the Ministry's policy development and implementation processes
- Provide a leadership role in building a culture of constructive challenge and debate individually and as part of a cohort of Principal Analysts
- Mentor and supervising staff through the policy development process and supporting Managers in developing the policy and knowledge capability of their teams

- Provide technical and analytical leadership to staff and management
- Demonstrate an enthusiasm and willingness to work across team and departmental boundaries and issues.

Supporting team management and administration

- Deliver organisational initiatives as part of the Ministry's leadership team through thought leadership and the quality of policy advice
- Lead and contribute to the preparation and reporting requirements of team and Ministry accountability and planning processes e.g., team business plans, output plans, development and delivery of Statement of Intent, quarterly reporting to the Minister
- Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, reporting and reviewing of specific policy recommendations in co-operation with relevant stakeholders
- Be aware of and apply all Te Puni Kōkiri Health and Safety policies and procedures.

Mōu – Ngā Pūkenga me ngā Wheako | About You – Skills & Experience

- Hold a post graduate degree in a related field or have significant experience in the public sector
- Possess strong interpersonal skills and the ability to operate with a diverse and flexible team of staff
- Have the ability to build, maintain and enhance strategic relationships within Te Puni Kōkiri, with 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 complex cross-government policy development and/or implementation programmes
- Lead people in the completion of project work, working in a collaborative way with each team member's line manager
- Be highly respected across Government/nationally/internationally and thought of as a leader in their field
- Have 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 key stakeholder relationships and explain complex issues clearly to a range of audiences, including non-technical experts.
- Excellent written communications skills
- Strong understanding of te ao Māori and a degree of fluency in te reo Māori
- Experience in working with iwi, hapū, whānau, Māori organisations and Māori communities
- Proven experience managing complex and multiple relationships to take full advantage of the perspectives and expertise of stakeholders
- A high level of commitment to detail, quality, thoroughness and delivery
- Demonstrated leadership experience in a complex and politically sensitive environment
- Understanding of the relevance of the Treaty of Waitangi to the work being undertaken
- Have experience working with Māori along with a respect for Māori cultural values and customs
- Having a working knowledge and awareness of compliance obligations in respect of the Official Information Act 1982 (OIA) that includes processing, compiling and informing response decisions to OIA requests.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.