

# Senior Policy Advisor | Kaitohutohu Kaupapahere Matua

## Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, 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 hāpori, 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

## Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

The Senior Policy Advisors support Stats NZ's strategic objectives, and the direction and operation of New Zealand's data system, by leading and contributing to the development of timely and accurate advice on complex policy issues.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Policy analysis, development, and advice	<ul style="list-style-type: none"> <li>• Develops high quality policy advice that is timely, objective, accessible and aligned with strategic and/or Ministerial priorities and conforms to Ministry, Cabinet Office and consultation requirements</li> <li>• Identifies opportunities and problems, and solutions to complex problems that are effective and anticipate and plan for associated risks</li> <li>• Applies a range of frameworks, tools and approaches, which result in the development of policy that is aligned with best practice</li> <li>• Leads simple to moderately complex policy projects effectively including managing and monitoring work, planning and advising on specific requirements in the policy process (e.g. Cabinet and legislative processes, or when a regulatory impact statement is required)</li> <li>• Looks ahead to anticipate and manage project risks, timelines, and deliverables, and knows when to seek clarification to make sure projects meet expectations</li> <li>• Shares knowledge and expertise, and reviews the work of others</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• Builds and maintains constructive working relationships with work colleagues and external stakeholders to enhance understanding and co-operation needed to achieve desired results</li> <li>• Identifies and undertakes required consultation to ensure that relevant stakeholders contribute to policy development and ensure that any issues that arise as a result of consultation processes are resolved</li> <li>• Uses various levers of influence to successfully affect change</li> </ul>
Ministerial services	<ul style="list-style-type: none"> <li>• Drafts speeches and ministerial correspondence and prepares responses to ministerial and parliamentary questions that meet quality standards and are produced within agreed timeframes</li> <li>• Prepares and oversees the preparation of responses to complex Official Information Act requests to ensure compliance with the Act</li> </ul>



<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> <li>• Actively supports our Strategy, Data and Statistics Act 2022, Mana Ōrite Relationship Agreements and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. <ul style="list-style-type: none"> <li>• Actively demonstrates <a href="#">The Way We Work</a> principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>• Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul> </li> </ul>
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.</p>	<ul style="list-style-type: none"> <li>• Adhere to Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias</li> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions</li> <li>○ Trustworthy acting with integrity and being open and transparent</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility</li> <li>○ Responsive – understanding and meeting people’s needs and aspirations</li> </ul> </li> <li>• Develop and maintain cultural capability to actively uphold the principles and provisions of Te Tiriti o Waitangi</li> </ul>
<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> <li>• Take personal responsibility for own health safety and wellbeing.</li> <li>• Ensure actions or lack of action do not adversely affect the health and safety of others</li> <li>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing</li> <li>• Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations</li> </ul>

## Ngā āhuatanga e hiahiatia ana e mātou | Person specification

### Core requirements

- Minimum of 5 years' experience working in a public policy environment.
- In-depth understanding of government's policy agenda and priorities.
- A sound track record and experience in leading, delivering on, and contributing to complex policy projects.
- Proven experience providing high-quality reports.
- Strong analytical and conceptual skills, creative and critical thinking and sound judgement.
- The ability to scope and lead analysis to support decision-making in ambiguous and complex areas, often where there are no existing frameworks.
- Understands the principles of Te Tiriti o Waitangi and relevance to own role as a public servant, is committed to further developing cultural capability in te ao Māori, and seeks opportunities to better meet the information needs of Māori.
- Well-developed interpersonal and influencing skills, with experience building trust with stakeholders. Can interpret and navigate sensitive situations, relationships and competing interests.
- Connects with others, listens, reads people and situations, and communicates tactfully.
- Resilient in the fact of uncertainty and change, can swich to focus to new priorities, find ways to pivot to new challenges and opportunities, and remain composed under pressure.
- A relevant tertiary qualification and/or equivalent relevant experience for this role.



## Policy | Ngā Kaupapa Here Rōpū

The Policy Branch provides in-depth, evidence-based analysis and advice to shape and support organisational, Ministerial, and Government priorities. This includes advice on:

- setting the authorising environment for greater use of administrative data – ensuring that as a national statistics office we can adapt to the digital era and meet customer needs for a wider range of new data products and services
- fostering trust and confidence in how data is used (including ensuring that adequate and necessary safeguards are in place to uphold public trust and protect personal data)
- supporting the delivery of social investment through the development of a strategy and work programme for integrated data.

We lead significant work such as major briefings, Cabinet papers, and legislative amendments, ensuring policy settings support the organisation’s long-term strategic direction. The team also works closely with other business units on big-picture initiatives, including budget bids, implementation and investment plans, and key strategic documents.

As a key resource for the CE, we provide direct policy and strategic support in meetings with the Minister, across agency engagements, and at Cabinet and Select Committee.

