



## POSITION DESCRIPTION

### Position details

Position Title	Senior Policy Advisor
Team/Branch/Group	By Placement
Location	Wellington
Date	June 2015

### Our purpose – grow New Zealand for all

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means *"lifting to make successful"*.

### How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking 'why not?' instead of 'why?', and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

## Our character

- Shape** We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life.
- Collaborate** We support each other, engage early and proactively partner in pursuit of shared goals.
- Deliver** We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go.

## Our structure

The Ministry comprises around 3,200 staff operating in New Zealand with a further 400 staff in overseas locations.

The Ministry has seven business groups:

Office of the Chief Executive	Building, Resources & Markets,	Labour Science & Enterprise	Corporate, Governance & Information
Immigration New Zealand	Market Services	Finance & Performance	

It is an expectation that as part of their career and capability development, Senior Policy Advisors be available for rotation within MBIE and therefore your reporting manager may change as a result.

## Position purpose

The Senior Policy Advisor is a team member position in MBIE. As part of the Policy team, the Senior Policy Advisor is responsible for supporting the overall capability of the team.

The Senior Policy Advisor:

- Undertakes complex policy analysis, leads development of innovative, practical and durable policy options (including through engagement with stakeholders), and provides authoritative policy advice often in areas that are complex and sensitive
- Takes the lead and project manages complex policy work and project teams
- Enhances the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer term development plans.

## Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Key accountability or deliverable	Indicators of success
<p><b>Policy activities and tasks</b></p> <p><i>Leads projects, maintains effective working relationships, develops professionally</i></p>	<ul style="list-style-type: none"> <li>• Leads, scopes, shapes, plans and manages policy projects in risky, complex, ambiguous or sensitive areas</li> <li>• Contributes to developing a strategic view of the policy agenda in the medium and long term and analyses policy issues in a strategic and system context</li> <li>• Applies advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options</li> <li>• Applies advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues</li> <li>• Critically synthesises information from a wide variety of domains and uses in-depth knowledge of the policy area to draw sound conclusions based on</li> </ul>

Key accountability or deliverable	Indicators of success
	<p>the judicious use of the available evidence</p> <ul style="list-style-type: none"> <li>• Has established some areas of subject matter or domain depth</li> <li>• Leads engagement with delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective</li> <li>• Develops innovative, practical, effective and durable policy options that will help to achieve the desired outcomes</li> <li>• Provides clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Minister and communicate complex issues and concepts clearly and succinctly</li> </ul>
<p><b>Work management</b></p> <p><i>Plans and manages work, leads project teams, develops and maintains relationships with colleagues and stakeholders</i></p>	<ul style="list-style-type: none"> <li>• Uses project planning and management techniques to effectively carry out the agreed policy work, using initiative to resolve most conflicts, manage risks and coordinate work with others</li> <li>• Works with some guidance on the overall policy objectives, within the resources available and provides timely reports on progress</li> <li>• Leads multiple pieces of work concurrently and actively and independently plans and manages work load</li> <li>• Takes a leadership role in cross-MBIE and cross-government policy projects</li> <li>• Chairs and contributes to meetings, including where matters are complex or sensitive, require negotiation or working towards solutions</li> </ul>
<p><b>People leadership</b></p> <p><i>Coaches and mentors, supports team capability development</i></p>	<ul style="list-style-type: none"> <li>• Leads project teams and understands and utilises the capability of team members to deliver high quality project outputs</li> <li>• Provides intellectual leadership by bringing new ideas and knowledge to policy discussions and leads strategic conversations in the policy area</li> <li>• Provides supervision, guidance, coaching and mentoring and on-the-job training to team members</li> <li>• Contributes to the performance of the team through providing peer review and quality control including projects and tasks that the Senior Policy Advisor is not leading</li> </ul>
<p><b>Capability development</b></p> <p><i>Seeks development opportunities</i></p>	<ul style="list-style-type: none"> <li>• Takes responsibility for own professional development of core, transferable policy skills and seeks opportunities to learn</li> </ul>
<p><b>Relationship Management</b></p>	<ul style="list-style-type: none"> <li>• Maintains relationships across a variety of functions and locations. Draws upon multiple relationships to exchange ideas, resources, and know how. Actively seeks to build and maintain a network of contacts</li> </ul>
<p><b>Safety and wellbeing</b></p> <p><i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents, incidents and near misses</i></p>	<ul style="list-style-type: none"> <li>• Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.</li> <li>• Ensures own and others' safety at all times.</li> <li>• Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting.</li> <li>• Reports all incidents/accidents, including near misses in a timely fashion.</li> </ul>

## Competencies

Staff are expected to be skilled in all areas and have advanced skills and ability to lead in one of the following areas:

- Complexity
- Policy Craft
- Influencing

### Role Specific

<p><b>Policy knowledge and skills</b></p> <p><i>Understands the policy area and issues and the wider strategic context</i></p> <p><i>Uses appropriate analytical methods and evidence</i></p> <p><i>Manages complexity, and builds networks</i></p>	<ul style="list-style-type: none"> <li>• Understands the current government context, policy agenda and priorities and demonstrates flexibility, adaptability and strategic agility as the needs and priorities of the Minister and the Ministry change</li> <li>• Is able to use strategic thinking to identify what is important for the policy area in the medium and long term and system thinking to see policy issues in the wider context</li> <li>• Understands and is able to select, adapt and use a range of up-to-date frameworks, principles, tools and methods and can draw on experience in different policy domains to apply them appropriately to given policy issues</li> <li>• Is able to use advanced critical thinking, reasoning and judgement to identify policy issues; shape an ambiguous, complex or unclear policy issue into a tractable policy problem; identify its root causes; explore and evaluate relevant information and integrate it into the development of policy options</li> <li>• Is able to build requisite knowledge for different policy issues quickly, draw on in-depth knowledge of the policy area as well as broad knowledge from other policy domains, and critically use evidence and information from multiple and diverse sources to draw inferences and come to conclusions based on available evidence</li> <li>• Is able to apply an outward-looking approach to building relationships with external stakeholders, delivery agencies and government agencies, understands their different perspectives, and is able to manage differences of views and reflect them in advice</li> <li>• Is able to use judgement to identify and assess policy options against the desired outcomes, identify their cost-effectiveness and impact, identify risk and effective mitigation strategies, deal comfortably with uncertainty and make innovative, practical and durable recommendations without the total picture</li> <li>• Is able to use policy project management processes to lead and manage projects effectively</li> <li>• Is able to navigate effectively and flexibly through standard policy advisory processes and Cabinet requirements</li> <li>• Is able to use a range of oral, written and visual mediums to communicate effectively in diverse situations</li> </ul>
<p><b>Organisational</b></p>	
<p><b>Cultivates Innovation</b></p>	<p>Shapes the agenda, creating new and better ways for the organisation to be successful, including by</p> <ul style="list-style-type: none"> <li>• Coming up with useful ideas that are new, better or unique</li> <li>• Challenging the status quo</li> <li>• Introducing new ways of looking at problems</li> <li>• Generating and adopting new and creative ideas, and putting them into practice</li> <li>• Encouraging diverse thinking to promote and nurture innovation</li> </ul>
<p><b>Nimble Learning</b></p>	<p>Actively learns through experimentation when tackling new problems, using both successes and failures as learning fodder, including by</p>

	<ul style="list-style-type: none"> <li>• Being flexible and responsive to changes in requirements</li> <li>• Finding own solutions where possible and seeking guidance when needed</li> <li>• Seeking and being receptive to constructive feedback</li> <li>• Taking on the challenge of unfamiliar tasks and learning as we go</li> <li>• Extracting lessons learned from failures and mistakes</li> <li>• Identifying personal learning opportunities</li> <li>• Experimenting to find new solutions and more effective processes</li> </ul>
<b>Collaborates</b>	<p>Supports others, building partnerships and working collaboratively with others to meet shared objectives, including by</p> <ul style="list-style-type: none"> <li>• Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives</li> <li>• Identifying, engaging early and partnering with relevant stakeholders to get work done</li> <li>• Providing timely and helpful information to others across the organisation</li> <li>• Working constructively with team members</li> <li>• Crediting others for their contributions and accomplishments</li> <li>• Gaining trust and support of others</li> <li>• Addressing behaviours that do not align with our culture</li> <li>• Seeking and respecting the views and opinions of others</li> <li>• Accurately reading situations and adapting behaviour and actions to achieve desired outcomes</li> <li>• Able to lead people without positional authority</li> </ul>
<b>Customer Focus</b>	<p>Builds strong customer relationships and delivering customer-centric solutions, including by</p> <ul style="list-style-type: none"> <li>• Gaining insights into customers' needs</li> <li>• Understanding the customer's and Government's priorities</li> <li>• Delivering high quality, accurate, timely service and customer-focussed policy advice</li> <li>• Establishing and maintaining effective relationships with the Minister's office</li> <li>• Pro-actively partnering in pursuit of shared goals</li> <li>• Actively seeking and responding to Ministers' feedback</li> </ul>
<b>Action Oriented</b>	<p>Takes on new opportunities and tough challenges with purpose, urgency and discipline, including by</p> <ul style="list-style-type: none"> <li>• Readily taking ownership and action on challenges, and being accountable for the results</li> <li>• Identifying and seizing new opportunities</li> <li>• Displaying a can-do attitude in good and bad times, and celebrating success</li> <li>• Knowing when to escalate issues</li> <li>• Stepping up to manage tough situations and encouraging my colleagues to do the same</li> </ul>
<b>Decision Quality</b>	<p>Makes good and timely decisions that keep the organisation moving forward, including by</p> <ul style="list-style-type: none"> <li>• Making sound decisions, even in the absence of complete information</li> <li>• Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions</li> <li>• Recognising when a quick 80% solution will suffice, and when it will not</li> <li>• Analysing information to make effective decisions in order to improve performance</li> </ul>
<b>Organisational commitment and public service</b>	<p>Role models the standards of Integrity and Conduct for the State Services. Contributes to the development of, and helps promote and builds commitment to MBIE's vision, mission, values and services, by</p> <ul style="list-style-type: none"> <li>• Willingly undertaking any duty required within the context of the position</li> <li>• Managing own personal health and safety, and takes appropriate</li> </ul>

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	<p>action to deal with workplace hazards, accidents and incidents</p> <ul style="list-style-type: none"><li>• Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE</li><li>• Complying with all legislative requirements and good employer obligations</li></ul>
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**Personal specifications**

- A good tertiary qualification.
  - Must be a NZ citizen or hold a residence class visa.
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