

POSITION DESCRIPTION

Position details

Position Title	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, Policy Advisors be available for rotation within MBIE and therefore your reporting manager may change as a result.

Position purpose

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

The Policy Advisor: gathers evidence, analyses policy issues, develops policy options and prepares policy advice for defined policy issues and contributes to larger, more complex projects where others have the accountability for the delivery of outputs.

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
Policy activities and tasks <i>Contributes to and leads tasks and projects, maintains effective working relationships, and develops professionally</i>	<ul style="list-style-type: none">• Sets policy advice in a broad political, economic and strategic context, and conducts analysis within the medium and longer term policy agenda.• Apply standard frameworks, principles, tools and approaches to the analysis of policy issues• Apply critical thinking clear logic reasoning to analyse policy issues• Gather, analyse and assess key information and evidence from a variety of sources• Establishing a sound base of content knowledge, and learning how to be guided in this process by the policy agenda• Engage effectively with delivery agencies, stakeholders and other government agencies• Contribute to developing practical and effective policy options that will help to achieve the desired outcomes• Provide clear, accurate, and well-reasoned policy products that are targeted to the audience
Work management	<ul style="list-style-type: none">• Works with direction and guidance on what is required and with

Key accountability or deliverable	Indicators of success
<i>Plans and manages work, develops and maintains relationships with colleagues and stakeholders</i>	<p>supervision on new, difficult, or unusual assignments</p> <ul style="list-style-type: none"> Plans and coordinates process, and manages and delivers policy projects Actively and independently plans and manages own projects and work load
Relationship Management	<ul style="list-style-type: none"> 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
Capability development <i>Seeks development opportunities, coaches and mentors, supports team capability development</i>	<ul style="list-style-type: none"> Takes responsibility for own professional development, working with manager, to seek opportunities to learn Supports less experienced colleagues and may act as a coach and share knowledge and skills. May review policy work, provide quality control.
Safety and wellbeing <i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents, incidents and near misses</i>	<ul style="list-style-type: none"> Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. Ensures own and others' safety at all times. Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting. Reports all incidents/accidents, including near misses in a timely fashion.

Competencies

Role Specific

Policy knowledge and skills <i>Has understanding of the policy area and issues and the wider strategic context</i> <i>Manages complexity, and builds networks</i>	<ul style="list-style-type: none"> Is building knowledge of a range of frameworks and methods, and is able to apply appropriate approaches to given policy issues Is able to use critical thinking, clear and logical reasoning and judgement to shape an ambiguous issues into a tractable problem; identify its root causes; draw inferences and use the available evidence in the development of policy options. Is able to make a start on analysing issues without the total picture Is able to build requisite knowledge for different policy issues quickly, draw on knowledge of the policy area, use information and evidence from multiple and diverse sources Is able to build relationships with stakeholders, delivery agencies and government agencies, understand their perspectives and reflect them in advice. Is able to evaluate the potential risks and impacts of policy solutions Is able to use policy project management processes and has a working knowledge of policy and machinery of government processes Is able to communicate effectively
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Organisational

Cultivates Innovation	<p>Shapes the agenda, creating new and better ways for the organisation to be successful, including by</p> <ul style="list-style-type: none"> Coming up with useful ideas that are new, better or unique
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	<ul style="list-style-type: none"> Generating and adopting new and creative ideas, and putting them into practice
Nimble Learning	<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"> Being flexible and responsive to changes in requirements Seeking guidance when issues encountered Seeking and being receptive to constructive feedback Taking on the challenge of unfamiliar tasks and learning as we go Extracting lessons learned from failures and mistakes Identifying personal learning opportunities
Collaborates	<p>Supports others, building partnerships and working collaboratively with others to meet shared objectives, including by</p> <ul style="list-style-type: none"> Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives Identifying, engaging early and partnering with relevant stakeholders to get work done Providing timely and helpful information to others across the organisation Working constructively with team members Crediting others for their contributions and accomplishments Gaining trust and support of others Addressing behaviours that do not align with our culture Seeking and respecting the views and opinions of others Accurately reading situations and adapting behaviour and actions to achieve desired outcomes
Customer Focus	<p>Builds strong customer relationships and delivering customer-centric solutions, including by</p> <ul style="list-style-type: none"> Gaining insights into customers' needs Understanding the customer's and Government's priorities Delivering high quality, accurate, timely service and customer-focussed policy advice
Action Oriented	<p>Takes on new opportunities and tough challenges with purpose, urgency and discipline, by</p> <ul style="list-style-type: none"> Readily taking ownership and action on challenges, and being accountable for the results Identifying and seizing new opportunities Displaying a can-do attitude in good and bad times, and celebrating success Knowing when to escalate issues.
Decision Quality	<p>Makes good and timely decisions that keep the organisation moving forward, by</p> <ul style="list-style-type: none"> Making sound decisions, even in the absence of complete information Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions Recognising when a quick 80% solution will suffice, and when it will not Analysing information to make effective decisions in order to improve performance
Organisational commitment and public service	<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"> Willingly undertaking any duty required within the context of the position Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE Complying with all legislative requirements and good employer obligations

Personal specifications

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