

POSITION DESCRIPTION

Position:	Senior Policy Advisor
Reporting to:	Policy Manager
Location:	Wellington
Tenure:	Permanent
Pay band:	5
Date:	April 2025

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i ōna 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.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic outcomes:

- Wāhine Māori have improved outcomes
- All wāhine women and kōtiro girls enjoy economic security and thrive throughout their lives
- All wāhine women and kōtiro girls fully participate in society
- All wāhine women and kōtiro girls are safe from all forms of violence

Position Purpose

The purpose of Senior Policy Advisor role is to provide high quality gendered analysis and advice on complex policy issues to government, and across the sector. The Senior Policy Advisor is expected to develop sound networks and working relationship with other sector agencies and to represent the Ministry effectively on inter-agency working groups.

Key Result Areas

Focus	Responsibility
Policy Analysis and Advice	<ul style="list-style-type: none"> • Provides high quality, gendered analysis within specified timeframes, using evidence and data to support this. • Understands and utilises an end-to-end policy approach including implementation and delivery, working innovatively and collaboratively with others. • Leads the development of policy projects or aspects of more complex projects, using project management tools to track progress. • Provides tactical advice by factoring in the various roles and perspectives of stakeholders as well as political priorities and context. • Communicates to diverse audiences and tailors messages to achieve great engagement. • Understands and uses appropriate analytical frameworks. • Provides advice on trends, risks, and emerging issues. • Develops professional expertise in one or more policy portfolios. • Provides high quality written or oral advice for the Minister for Women and senior managers (including parliamentary questions, OIA requests, speech notes and cabinet papers).
Te Tiriti perspective	<ul style="list-style-type: none"> • Ensure a Tiriti perspective and te Aō Māori view is integrated into implementation mahi, and wāhine and kōtiro Māori outcomes are prioritised. • Deliver projects with wāhine Māori, iwi, whānau, and hapū, incorporating tikanga Māori and Kaupapa Māori frameworks.
People and culture	<ul style="list-style-type: none"> • Provide coaching to other policy staff as required. • Support and promote a positive workplace culture.

Focus	Responsibility
	<ul style="list-style-type: none"> • Lead by example and role model our Ko Wai Matou ways of working.
Relationship and engagement	<ul style="list-style-type: none"> • Identify, establish, and maintain effective and influential stakeholder relationships. • Leverage off those relationships to create opportunities for the Ministry to meet its strategic goals. • Represent the Ministry on inter agency working groups and provide policy advice and identify and utilise opportunities to promote the work of the Ministry. • Liaise with Wāhine Māori, agencies, and organisations working collaboratively with the Mana Wāhine Kaupapa Inquiry team. • Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed.
Contributing to the wider ministry	<ul style="list-style-type: none"> • Support and contribute to appropriate Ministry-wide projects as required. • Respond to requests from the Minister’s office for information or briefings related to the work area. • Promote health and safety of all staff and stakeholders engaged with the Ministry. • Undertake additional responsibilities as requested.

Key Functional Relationships

Internal: Chief Executive
Deputy Secretary, Engagement, Policy, and Delivery
Policy Managers
Principal Policy Advisor
Wider Policy Group
Manatū Wāhine kaimahi

External: Central Agencies
Other Government agencies
Partners and stakeholders
Groups focused on Wāhine Māori interests

Person Specification

- Tertiary qualification in a relevant discipline or demonstrated experience in the role.
- Significant demonstrated experience in the preparation of policy advice, cabinet committee papers, briefing papers, Ministerial correspondence, Parliamentary Questions.
- Good understanding of the end-to-end policy development cycle from policy to delivery, including parliamentary processes and legislation.
- Proven experience working in a public sector environment and interacting with a Minister or Minister’s office.
- Highly developed oral and written communication skills.
- Demonstrated experience working at a senior level or leading projects.
- Proven experience in developing and maintaining influential stakeholder relationships.
- Experience of working with ambiguity and providing tactical advice.

Skills/Experience that are advantageous at recruitment and expected to be developed in the role:

- Knowledge of Te Aō Māori.
- Ability to communicate in Te Reo Māori at an appropriate level.
- Comprehensive knowledge in one or more policy portfolios affecting women.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector. While your role is not a people leadership role, the following leadership characters are important.

Leadership Characters
Curious
Honest and courageous
Resilient

Self-aware and agile

You can find further information on the LSP here: [Leadership Success Profile](#)

2. Policy

The [Policy Skills Framework](#) describes the mix of knowledge, skills and behaviours a modern policy practitioner requires. The Senior Policy Advisor requires policy skills at the Practising or Expert/Leading level.

3. Māori Crown Relations

The [Māori Crown Relations Individual Capability Framework](#) describes what Māori Crown relations skills are needed across New Zealand's Public Service.

In addition to core focus competencies for the Ministry, specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time and the manager of this position may initiate such change as necessary.