

Principal Analyst, Policy

REPORTS TO	Director, Policy
LOCATION	Wellington
SALARY BAND	18
BUDGET/FINANCIAL RESPONSIBILITIES	No
DIRECT REPORTS	No
DATE	September 2025

About the Ministry

The Ministry for Pacific Peoples (The Ministry) is the government's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in New Zealand. We bring the Pacific voice, perspective, and understanding into policy and government decision-making. We walk alongside our people and empower them to thrive, whether it is accessing life changing learning opportunities or help finding jobs to support their families for example. Our purpose is to weave the aspirations of Pacific peoples into a thriving Aotearoa.

The Ministry's mission is 'enriching Aotearoa with thriving Pacific communities through policy advice, Pacific knowledge and expertise, innovation, partnerships and leadership, and communications and engagement.' Our vision is a Pacific Aotearoa where we all thrive.

We are guided by Pacific values: *Ola fetufaaki* (Reciprocity), *Tapuakiga* (Spirituality), *Soalaupule* (Consensus), *Piri'anga* (Collectivism), *Fakalilifu* (Respect), *Magafaoa* (Family), and *Aro'a* (Love).

Directorate/Team Purpose

The Policy and Insights directorate combines critical functions of the Ministry and includes the Policy team who deliver on the Ministry's role as the Crown's principal advisor on policies aimed at improving outcomes for Pacific peoples in Aotearoa. They provide robust, strategic Pacific policy advice and analysis to Ministers and other agencies, supporting the development of effective strategies and programmes aimed at improved, short, medium, and long-term outcomes for Pacific communities.

Role Purpose

The Principal Analyst, Policy leads key and strategic policy work and projects. You will design, develop and execute policy initiatives and provide professional leadership to the policy programmes, including the delivery of high quality, robust policy analysis and advise.

Role Responsibilities

- Identifying and analysing policy issues within the Ministry's work programmes, developing and providing policy advice including innovative policy options and recommendations, and recommending policy implementation strategies that influence policy change across New Zealand government.
- Providing strategic advice and thought leadership on the direction and/or scope of policy projects including guidance on methodologies, techniques and procedures to ensure policy design and development has a Pacific voice that reflects an alignment to Lalanga Fou goals.
- Providing timely quality assurance on policy development and projects ensuring collective and collaborative approaches can be maintained through strong cross-agency relationships.
- Working closely with the Director Policy in providing strategic advice and relevant support to Ministers and wider public sector officials, where appropriate.
- Developing strategic policy advice and policy advice proposals as required and including legislative proposals through organisational and parliamentary processes, as appropriate.
- Participating in project teams in external policy development programmes, as appropriate.
- Assisting in the development of reports, papers and submissions to Cabinet Office, Select Committees, etc. as required,
- Providing robust policy analysis and advice to contribute to the Ministry's reputation as a centre of Pacific policy excellence – this also requires ensuring that research and evaluation of policy success can be measured.
- Leading and managing complex and strategic policy projects as requested by the Director, Policy.
- Assisting with ensuring the provision of clear and concise policy advice and information by reviewing and advising on policy work content
- Collaborating with the Director, Policy to provide thought leadership for the Ministry about policy development and implementation
- Providing intellectual subject matter expertise and leadership into policy development, both within the Ministry and to external agencies and organisations as required or reasonably requested by the Director of Policy or the Deputy Secretary, Policy & Insights
- Developing and maintaining external networks of significance to ensure relevance and support for the Ministry's role in policy development across the public sector, and to promote the Ministry's policy role in government.
- Identifying, anticipating, defining and confirming policy issues and research objectives for inclusion in the Ministry's work programme, making recommendations on this to the Director, Policy where required.
- Coaching and mentoring Advisor and Senior Advisor policy staff to support the delivery of policy projects and initiatives.
- Supporting the Director, Policy to identify policy areas and priorities, including by bringing to their attention any relevant, up-to-date knowledge of policy issues, concerns and priorities.
- Supporting the Director, Policy to address complex policy problems, including by researching, analysing information and advising on options, risks and opportunities.
- Preparing reports, briefings, speeches and papers as requested by the Director, Policy.
- Developing specific strategies and/or policy plans on behalf of the Director, Policy as requested from time to time and leading the implementation of these.

In order to successfully carry out this role, the following organisational capabilities also need to be demonstrated:

CAPABILITY	CRITICAL SUCCESS FACTORS
Pacific Commitment & Knowledge	- Can articulate how effective functioning of the Ministry relates to the success of Pacific Aotearoa. - Actively champions Ministry programmes and services. - Ability to identify critical priorities to align with the needs of the Pacific Communities.
Public Sector Savvy	- Has a good understanding of the machinery of government, including the components and timeframes that make up the cycles within (e.g. Parliament's Financial Scrutiny Cycle). Familiar with processes, systems, and tools to inform decision-making on Ministry matters. - Has experience working in other Public Sector agencies at a senior/principal level.
Stakeholder and Community Engagement	- Establishes and maintains good relationships with peers across Government and within other relevant sectors and organisations. - Contributes to the Ministry's engagement with Pacific communities, leaders, organisations, and groups as required.
Thought Leadership	- Role modelling of our organisational values represented in Ō Tatou Nei. - Can articulate a clear rationale for decisions and recommendations and demonstrate an understanding of why other alternatives was not pursued to senior leaders. - Excellent ability and understanding to apply good organisational practice, including setting strategic priorities, managing risks, and promoting effective and innovative approaches to problem solving. - Thinks strategically at an organisational level as in sees organisational issues through a range of lenses and stakeholder perspectives; and recognises broader cross-organisational implications and connections between organisational issues. - Fosters a continuous improvement culture across their Directorate so that people across multiple teams are encouraged and empowered to identify and seize opportunities to enhance business performance.

Key Relationships

Internal

- Deputy Secretary, Policy & Insights
- Chief Advisor, Languages
- Executive Leadership Team
- Directors
- All staff across the Ministry.

External

- Relevant Ministers and Associate Ministers
- Minister's office

- Pacific Community leaders, organisations and groups
- Counterparts in key government agencies.
- Public Service Commission
- Senior Leaders in related government agencies.

Experience & Qualifications

- Proven successful record of researching, developing, managing and delivering policy analysis and advice at a senior level
- Working experience in a strategic policy role ideally accompanied with tertiary qualification in a related field (e.g. public policy)
- Strong and well demonstrated knowledge of New Zealand government policy priorities and how these apply to the Ministry.
- Solid network of central and local New Zealand government agencies – established working relationships with senior policy peers to enable collaborative policy outcomes.
- Proven ability to work across organisations to develop and implement effective policy.

Other Role Considerations

Health and Safety

All employees are expected to be aware of and comply with their responsibilities under the Health and Safety at Work Act 2015. In conjunction with the Act, employees must abide by the Ministry's Health & Safety Policy and Guidelines.

All employees will also be expected to:

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person.
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

Privacy and Security

All employees must be aware of and comply with the Ministry's Privacy, Information Management, and Information Security policies and guidelines as well as incident reporting requirements.

Employees must also abide by the Privacy Act 2020. Employees are expected to:

- understand the principles and practice of good privacy and information management
- appropriately handle and manage personal and official information collected and held by the Ministry
- Protect information from unauthorised use or disclosure.

Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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.