



POSITION DESCRIPTION

Role Title:	Policy Analyst	Reports to:	Director Policy and Research
Direct Reports:	Nil	Location:	Wellington
Financial Delegations:	Nil	Non-Financial Delegations	Nil
The Royal Commission:	<p>The Royal Commission of Inquiry into Abuse in Care was established in February 2018. Over the next four years, the Inquiry will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse.</p> <p>The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Māori Partnership team bring a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.</p> <p>For more information on the Royal Commission please see our website.</p>		
Our vision:	<i>“Transforming the way we, as a nation, care for children, young people and vulnerable adults in our communities”</i>		
Our values:	<p>Our values underpin everything we do:</p> <ul style="list-style-type: none">• Aroha• Transparency• Fairness and Balance• Independence and Determination		



Position Purpose:	<p>This role is accountable for developing and driving the policy and research work programme, this includes providing both a current year and future direction perspective.</p> <p>This role works closely with other colleagues and leaders across the business to ensure policy advice is informed by community intelligence as well as research that the various functions connect with, collaborate and add value to.</p> <p>Additionally, this role involves partnering with and influencing others to deliver policy results and progress.</p>
Key Responsibilities:	<ul style="list-style-type: none">• Assist the Manager Policy and Director Policy & Research to implement the work programme by leading and contributing to specific policy projects• Respond to demand driven work as required by the Manager and Director• Prepare written and oral briefings for Executive Director and the Commissioners• Provide advice that will assist Commissioners to refine their research needs• Assist Management by commissioning the relevant policy and research projects requested by the Commissioners• Assist to prepare contracts to commission any research as required by the Commissioners; and manage such contracts to ensure the contract deliverables are met as agreed.• Prepare written correspondence for the Executive Director and Commissioners
Competencies and Behaviours:	<ul style="list-style-type: none">• Strong competencies in all aspects of communications including written, oral and relationship management• Resilience and comfortable working in a highly complex and ambiguous environment• Strong interpersonal skills• Professional and political nous to reflect the skills needed of an independent Royal Commission• Excellent Relationship Management skills• Ability to deliver and drive results



Qualifications and Experience:	<ul style="list-style-type: none">• Previous Policy experience is necessary• Advanced communication and influencing skills• Strong problem-solving skills• Analytical ability• Good writing and communication skills, including written reports• Basic understanding of research methodologies and processes• Excellent understanding of the process and practice of developing and delivering high quality policy advice,• Excellent understanding of research practice and disciplines, and a commitment to developing evidence-based policy advice• The co-creation of policy, and a commitment to development of policy advice informed by community intelligence and networking• Basic knowledge of the machinery of government• Excellent understanding of the role of the public serviced and the machinery of government
Health and Safety:	<ol style="list-style-type: none">1. Anybody that has responsibility for a person/s must comply with the requirements of the Commission’s health and safety policies. It is an expectation that this will include:<ul style="list-style-type: none">• Communicating health and safety expectations with workers and enable participation in training;• Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents;• Supporting the early return to work of employees following injury or illness;• Upholding health and safety standards in the workplace and foster active worker participation in health and safety.2. Everyone is required to:<ul style="list-style-type: none">• Take reasonable care for their own health and safety;• Take reasonable care that they do not adversely affect the health and safety of other people;• Co-operate with any reasonable workplace policy or procedure that has been communicated;• Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.
Flexible Working:	Here at The Royal Commission your work life balance is important to us. We offer flexible working arrangements on a case by case basis; these will need to be agreed to with your leader.
Position description last updated:	Approved by Date