



Position Description

Assistant Analyst, Regulation

Reports to

Manager, Regulation

Purpose of Role

To contribute to the provision of sound financial and economic analysis and expertise in relation to regulated industries.

Commission's Vision

In everything we do, we work towards making New Zealanders better off. Our vision is that New Zealanders are better off because markets work well and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

Key Result Areas (KRAs)

- Gather and analyse information and apply legal and economic principles
- Contribute to projects
- Provide advice, reports and presentations
- Maintaining awareness of industries

Competencies (Behaviours)

• Adhering to principles and values	• Writing and reporting
• Applying expertise and technology	• Analysing and researching
• Working with people	• Learning and researching
• Planning and organising	• Following instructions
• Persuading and influencing	• Presenting and communicating information
• Creating and innovating	• Coping with pressure and setbacks

Key Result Areas

1: Gather and analyse information and apply legal and economic principles

- Identify and analyse information required to clarify whether a breach of an Act has occurred.
- Obtain comprehensive information through a variety of techniques including analysing documents, direct consultation and market research.
- Identify when expert economic, legal and /or financial advice is required and seek relevant input.
- Define economic markets, analysis of competition and use of scenario comparisons to determine the likely extent of the impact on consumers/industry.
- Critically analyse information and identify key issues (legal and economic).
- Seek feedback on information provided to others and gather further supporting information as required.
- Draw logical conclusions of likely impact on consumers.

Outcome:

- Analysis is robust, accurate, and consistent and identifies actions to be taken.

2: Contribute to projects

- Develop and maintain team systems and processes e.g. contribute to team meetings, business planning and reporting.
- Develop and maintain professional relationships with interested parties to facilitate project goals.
- Work with the Regulation Legal team to progress cooperation agreement/negotiations with companies and individuals in relation to action to be taken by the Commission.
- Monitor project timescales and take action to address any slippage in consultation with Manager.
- Participate in a project debrief and apply lessons learnt in future.

Outcome:

- The project manager is well informed of progress and issues and the project meets milestones and objective.

3: Provide advice, reports and presentations

- Develop clear recommendations.
- Assist in, and draft correspondence, Commission papers, determinations, reports and presentations.
- Prepare presentations and assist others in the preparation of presentations to help ensure clear understanding and acceptance of recommendations.
- Provide verbal and written updates and advice to project manager/manager regarding project tasks, objectives and timescales

Outcome:

- Presentation of information/advice is clear and identifies issues and outcomes

4: Maintaining awareness of industries

- Recognise changes or actions made by participants within industries that may require further investigation
- Monitor industries to ensure a broad awareness of markets and to ascertain effects of any relevant decisions
- Raise potential issues with Manager to enable further action to be taken

Outcome:

- Constant growing awareness and understanding of market issues

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your Manager or branch General Manager and will be discussed with you.

Person Specification

Qualification

- Undergraduate degree (or equivalent) in an analytical field e.g. Finance, Law, Economics, Engineering

Ability

Level

• Proven verbal and numerical analytical ability	Expert
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Experience

Level

• Demonstrated problem solving ability	Sound
• Demonstrated experience working within a project management framework	Basic
• Demonstrated experience managing and leading projects	Basic

Knowledge

Level

• Basic knowledge of relevant legal framework and guidelines, Commerce Act	Basic
• Basic knowledge of competition law and economics	Sound
• Basic knowledge of the Commerce Commission's role and function, and its decision making processes	Sound
• Basic knowledge of the technical functions of regulated industries and/or basic knowledge of industry trends and developments	Sound
• Basic knowledge of commercial accounting	Sound

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)