



Position Description

Principal Policy Analyst, Strategy Governance and Engagement

Reports to

Strategy, Policy and Performance Manager, Strategy Governance and Engagement

Direct Report

Nil

Purpose of Role

To provide:

- high quality and timely evidence informed policy advice to the Board, Senior Leadership team and to Ministers on issues affecting the mandate and function;
- participate in, support and bring a whole of Commission perspective to interagency and international engagement (including working groups etc) leading to the production of policy advice;
- lead and support the Commission, through divisions and branches to implement policy with clear line of sight to the outcomes sought (including supporting the production of implementation collateral e.g. systems, processes, training and guidelines).

Commission's Vision

Our vision is that New Zealander's 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)

- Provide high quality and timely evidence informed policy advice (critical analysis, challenge and advice on Government policy issues) and support for implementation
- Operate collaboratively as a leader in the organisation to align behaviours, systems and processes
- Support senior leaders and Commissioners with strategic engagements external to the commission, including developing policy briefs
- Contribute to Government policies in conjunction with other government agencies
- Effectively lead and/or contribute to assigned work programme, projects and initiatives

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas

1. Provide high quality and timely evidence informed policy advice (critical analysis, challenge and advice on Government policy issues) and support for implementation

- Provide high quality and timely evidence informed policy advice to the Board, Senior Leadership team and to Ministers on issues affecting the mandate and function
- Provide critical analysis, challenge and advice on Government policy issues and internal guidelines
- Monitor, analyse and coordinate Government policy and legislative reform, in collaboration subject matter experts from other branches and the Legal Services branch
- Assess the impact of new and proposed Government policies and legislation for the Commission
- Advise management and/or the Government on the implications of new Government policies and legislation on the commerce sector, including trends, risks and developments
- Analyse and review all available information and recommend options for implementation of new or changed internal guidelines and policies
- Provide a point of coordination and advice for policy activity across the Commission
- Develop and maintain effective relationships with our monitoring agency, relevant Government policy and service delivery staff and information sources
- Provide critical analysis and challenge to support quality outputs throughout the Commission, providing high quality advice on complex issues
- Ensure the implications of the Treaty of Waitangi, human rights and equity considerations are fully addressed in policy work
- Build and maintain trusted relationships with leaders and stakeholders across the Commission, the wider government and international agencies

Outcomes:

- Effective and efficient delivery of assigned work, projects and initiatives across the breadth of your role
- Informed and timely response by the Commission to changes in Government priorities, policies, and legislation
- Internal guidelines are aligned to Government priorities, policies, and legislation

2. Operate collaboratively as a leader in the organisation to align behaviours, systems and processes

- Support your Manager and General Manager in developing and maintaining relationships of trust with the Commissioners, Chief Executive and General Managers, and team members
- Effectively communicate and provide sound advice to Commissioners, Chief Executive and General Managers to support them in their governance and decision-making responsibilities
- Be an effective role model for connecting, collaborating, knowledge sharing and fostering trusted and effective working relationships across the Commission
- Demonstrate commitment to leadership through aligning behaviours, systems and processes to have a consistent way of working, language of articulating how work gets done and what good performance looks like, our processes are simple yet robust and aligned
- Work closely with the General Managers on Branch-wide matters, and visibly support collective decisions
- Maintain and develop relationships with external stakeholders, eg industry stakeholders, government, and international agencies to assist with the operational and strategic goals of the Commission

- Provide timely and fit for purpose thought leadership, and review for high priority matters and projects
- Keep up to date with, and share knowledge and best practice with peers and stakeholders
- Provide leadership and support to implement and deliver the Branch strategy

Outcome:

- Effective relationships with internal and external stakeholders are established and maintained to improve effectiveness and build confidence around matters relating to the Commission
- The Principal Policy Analyst is sought for expert advice and support, and advice is high-quality, timely, and meets the Commission's needs
- The Principal Policy Analyst has trusted relationships across the Commission

3. Support senior leaders and Commissioners with strategic engagements external to the commission, including developing policy briefs

- Undertake environmental scanning of relevant international trends and research, and brief senior leaders and Commissioners on relevant matters
 - Grow our access to relevant data and intelligence to enable the Commission to be better informed
- Facilitate and support the Commission's international relations, including overseeing the development and management of MoU's and agreements

Outcomes:

- Senior leaders and Commissioners have a clear understanding of international trends, policy and research and what it means for the Commission
- The Commission has established sound international relations and agreements

4. Contribute to whole of Government policies in conjunction with other government agencies

- Contribute policy advice to the development of cross-sectoral and "whole of Government" policies in conjunction with other government agencies as required
- Provide input into law reform, in collaboration with the Legal Services Branch and experts from other Branches
- Develop and maintain effective relationships with appropriate Government policy and service delivery staff and information sources
- Represent and prepare information for the Commission at inter agency working groups
- Have a broad view of policy issues and an understanding of the key imperatives of other agencies with which we work

Outcome:

- The Commission's viewpoint is represented in the development of Government policy

5. Effectively lead and/or contribute to assigned work programme, projects and initiatives

- Provide expert advice and thought leadership to peers and stakeholders
- Provide input into the teams work programme to ensure continual improvement of the team
- Contribute to the successful outcome of the teams work programme, projects and initiatives
- Deliver systems, frameworks and processes to support the Branch goals and strategy, and identify improvements
- Develop business cases and project plans that clearly outline the organisation's needs and broader issues

- Effectively manage assigned projects and initiatives utilising the project management framework
- Keep up-to-date in area of expertise and share technical knowledge and best practice with stakeholders
- Connect and collaborate with stakeholders to keep them informed on the work programme, and to seek their input and feedback
- Develop, write and deliver high quality policy papers and briefings and present it to Select Committee

Outcomes:

- Effective delivery of assigned work, projects and initiatives, on time and within budget
- High quality and timely advice is delivered to stakeholders

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

Postgraduate degree in an analytical discipline (or equivalent experience)

Ability

	Level
• Conceptual thinking and problem solving	Strategic
• Research and analytical ability	Strategic
• Verbal and written ability	Strategic
• Understand and apply policy frameworks including economic frameworks	Expert
• Understand and apply legislation	Strategic

Experience

	Level
• Leading a team of professionals	Sound
• Business management and strategy	Expert
• Presenting information and providing advice	Strategic
• Leading and or working in a project management framework or project team	Strategic
• Managing and leading projects	Strategic
• Managing internal and external relationships	Strategic
• Developing and implementing regulatory strategies	Expert

Knowledge

	Level
• Best practice in relation to employment process and law	Basic
• Commission internal and external guidelines, decision making processes and policies	Strategic
• Commissions role and function	Strategic
• Economics, law, finance or accounting	Expert
• Expert knowledge of the technical functions relating to regulated industries and knowledge of industry trends and developments	Strategic
• Relevant legal frameworks and guidelines	Expert
• Industry trends and development in relevant area in NZ or internationally	Strategic

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.)