



## Position Description

### Senior Analyst, Regulation

#### Reports to

Manager, Regulation or Head of Compliance and Investigations, Regulation

#### Direct Reports

Nil

#### Budget Delegations

Nil

#### Purpose of Role

To provide sound financial and economic analysis and expertise in relation to regulated industries.

#### 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)

- Gather and analyse information and apply legal and economic principles
- Contribute to and manage projects
- Provide advice, reports and presentations both internally and externally
- Maintaining awareness of markets/industries and raising issues

### Competencies (Behaviours)

• Adhering to principles and values	• Working with people
• Applying expertise and technology	• Coping with pressure and setbacks
• Persuading and influencing	• Presenting and communicating information
• Writing and reporting	• Analysing

## Key Result Areas

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

- Obtain comprehensive information through a variety of techniques including analysing documents, correspondence/direct consultation, interviews and market research.
- Identify possible sources and methods for obtaining relevant information and delegate research as appropriate.
- Define economic markets, analysis of competition and use of scenario comparisons to determine the likely extent of the impact on consumers/industry.
- Apply relevant New Zealand law when assessing issues.
- Critically analyse information and identify key issues using comprehensive techniques.
- Identify when expert economic, legal and/or financial advice is required and seek relevant input.
- Liaise with internal and external stakeholders to gather additional information as needed.
- Seek quality assurance of information gathered, analysis and recommendations from Chief Adviser and economists/lawyers.
- Define and assess the economic impact of varying levels of action by the Commission using relevant economic principles.
- Maintain detailed records of projects.
- Evaluate alternatives and decide appropriate action.
- Provide guidance to other staff and feedback on their research and analysis.

#### *Outcome:*

- Information gathered is relevant and allows robust, accurate, consistent analysis enabling the Commission to make appropriate decisions.

### 2: Contribute to and manage projects

- Develop project plans.
- Document and communicate project progress appropriately to Chief Adviser, Manager and stakeholders.
- Contribute ideas to the design/development of new systems, processes, templates etc.
- Develop and maintain effective relationships both internally and externally.
- Work with the Legal team to progress cooperation agreements/negotiations with companies and individuals in relation to action to be taken by the Commission.
- Facilitate project team meetings and liaise with steering group where appropriate.
- Delegate project tasks appropriately.
- Lead project teams responsible for providing advice to the Commission on work streams.
- Debrief at the end of each project and apply lessons learnt in future.
- Undertake any other duties as requested by the manager.

#### *Outcome:*

- Projects are planned, researched and executed to achieve optimum outcomes on time and within budget.

**3: Provide advice, reports and presentations both internally and externally**

- Develop clear and robust recommendations on issues and communicate these to relevant stakeholders.
- Prepare effective presentations and deliver them in a way that facilitates understanding and acceptance of recommendation.
- Provide guidance and quality assurance to team members regarding drafting correspondence, Commission papers, determinations, reports and presentations.

*Outcome:*

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

**4: Maintaining awareness of markets/industries and raising issues**

- Draft complex correspondence
- Manage production of high quality Commission Papers and Reports
- Draft high quality text for Commission Papers and Reports

*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.

## Technical Specification

### Qualification

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

#### Ability

	Level
• Proven analytical ability.	Expert

#### Experience

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

#### Knowledge

	Level
• Proficient knowledge of relevant legal framework and guidelines, Commerce Act.	Sound
• Proficient knowledge of economics.	Sound
• Proficient knowledge of competition law and economics.	Sound
• Proficient knowledge of the technical functions of regulated industries and/or basic knowledge of industry trends and developments.	Sound
• Basic knowledge of relevant legal or economic frameworks and/or business practices.	Sound
• Basic knowledge of commercial practices.	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.)

