



Job Description

Role Title:	Analyst
Portfolio:	Any Treasury Portfolio
Reports to:	Manager/ People Leader
Location:	Wellington
Date:	May 2021

Public Service Introduction

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

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Treasury's Vision and Purpose

Our vision is lifting living standards for all New Zealanders.

As Te Tai Ōhanga, we are committed to *tiakitanga* (guardianship, caring, protection, upkeep) to make New Zealand a better place for people today and in the future.

We safeguard New Zealand's finances and are the Government's trusted economic advisor. We lead, partner and collaborate, and we help steward the public sector, in order to navigate the big challenges and opportunities for New Zealand.

Our purpose outlines our reason for being, our focus on the future and the value we contribute. Additionally, it affirms our intention to integrate intergenerational wellbeing in our work across our dual roles as a finance and economic agency, as well as our strategic central agency role.

Our Values

- ▶ **Making a Difference - Kia Pono** - Our place at the heart of New Zealand’s economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high-quality, sustainable solutions on the big issues for New Zealand.
- ▶ **Enhancing Mana - Kia Whakamana** - He tangata, he tangata, he tangata! Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute, and succeed. We inspire others with our enthusiasm and aspirations.
- ▶ **Achieving Together (Kia Hono)** - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

Role Purpose

The Analyst will develop and deliver high-quality economic, financial and commercial advice to influence government decisions that will improve living standards for all New Zealanders.

Key Accountabilities

Key Result Areas:	Key accountabilities/expectations:
<p>Develop and advise on Economic, Financial and Regulatory Policy</p>	<ul style="list-style-type: none"> ▶ Identify problems and develop practical policy advice using evidence from a range of sources (e.g. other staff, Government departments, Crown agencies and entities, committees) ▶ Contribute to, and in some cases lead, drafting advice, legislation, regulations and/or guidelines. ▶ Communicate broadly with a range of stakeholders, using a variety of approaches, to develop advice and to share completed advice ▶ Assess and report on the capability, finances and performance of public sector agencies. ▶ QA regulatory impact assessments ▶ Complete rigorous peer review of advice to ensure quality, fit for purpose and persuasiveness ▶ Represent Treasury’s views to others on issues as mandated by Treasury ▶ Attend meetings, with Ministers, Select Committees or Department executives, accompanied by senior Treasury staff support

Key Result Areas:	Key accountabilities/expectations:
Support to the Minister	<ul style="list-style-type: none"> ▶ Contribute to, and in some cases lead, writing Treasury Reports, Ministerial briefings and speeches and Cabinet Papers as requested ▶ Provide input to responses to Ministerial correspondence, OIA requests, parliamentary questions and other ad hoc requests from Ministers.
Stakeholder management	<ul style="list-style-type: none"> ▶ Initiate, build and maintain a range of relationships and networks, both within and outside the Treasury to influence, persuade and to understand other's perspective to enrich advice ▶ Coordinate activities within Treasury and between Treasury and other stakeholders ▶ Liaise with and report progress on policy and programmes to stakeholders to ensure the Treasury's and wider government's position is properly represented and stakeholders are well informed
Project Management	<ul style="list-style-type: none"> ▶ Contribute to or project-manage smaller projects, within the context of a defined project plan and governance arrangements
Work practice accountability	<ul style="list-style-type: none"> ▶ Manage knowledge information appropriately so that it is easily available for other staff

Role Scope

Key Dimensions of Resources Controlled:

Revenue:	Nil
Expenditure:	Nil
Capital Assets:	Nil
Direct reports:	Nil

Key Relationships

- ▶ ELT
- ▶ Managers
- ▶ Staff
- ▶ Directors
- ▶ Ministers
- ▶ External stakeholders, e.g. State Sector senior management, other monitoring agencies, SOEs, CFIs, CRIs and private sector analysts

Skills & Experience

- ▶ Graduate tertiary qualification as a minimum
- ▶ Some experience in developing economic, commercial, financial or regulatory policy advice, including the ability to apply standard policy frameworks
- ▶ Critical thinking and analytical ability
- ▶ Ability to focus on solutions and results
- ▶ Understand multiple aspects and impacts of policy
- ▶ Strong written and verbal skills with the ability to communicate issues and concepts clearly, succinctly and with influence.
- ▶ Ability to build and maintain relationships and networks with diverse range of stakeholders
- ▶ Personal integrity, sound judgement and an honest and ethical approach
- ▶ Knowledge of Public Sector Management
- ▶ Basic understanding of financial analysis e.g. understanding a balance sheet
- ▶ Ability to understanding policy, including economic and analytical frameworks
- ▶ Numerically literate and ability to link to policy analysis
- ▶ Strong learning agility
- ▶ Excellent organisational skills
- ▶ Ability to obtain an appropriate security clearance
- ▶ Understanding of the machinery of government (desirable but not essential)