

# Senior Policy Analyst Position

## Description

Position Title.	Senior Analyst
Group	Ringa Hora Workforce Development Council
Reports to	Workforce Development Manager
Location	Wellington/Auckland
Position type.	Permanent FT (proportional work hours may be arranged on request)

---

### This Job

Me mātou ki te whetū, i mua i te kōkiri o te haere – *before you str forth on a journey, be sure you know the stars*

The senior analyst role aims to help drive the transformational changes for Ringa Hora to best respond to needs of industry, iwi and hapū, and across the workforce development landscape. Being able to translate the insights into advice and affect system change would be essential to our ability to design skills learning for industries, iwi and hapū, learners and their whānau that builds a resilient workforce where life-long learning is embedded.

You will be part of a dynamic team of people to help bring the Ringa Hora strategic vision to life as well as embedding it in everything we do to ensure the vocational education system is industry led, te tiriti partnered, regionally responsive and delivers learner excellence.

This will require a seasoned policy professional with a can-do attitude and willingness to bring all your skills in leadership, problem solving, storytelling and systems thinking into play. You will form an integral part of our team, helping to drive transformational outcome.

---

### About Ringa Hora

Ringa Hora is one of six Workforce Development Councils (WDCs) created under the Education and Training Act 2020 to provide industry with greater leadership across vocational education and training.

Ringa Hora (Services) Workforce Development Council represents industries including Advisory Services, Aviation, Cleaning Services, Business Services, Contact Centres, Financial Services, Hospitality, Local Government, Real Estate, Retail, Security Services, State Sector, and Tourism & Travel.

The WDCs will take a forward, strategic view of the future skills needs of industries; set standards, develop qualifications and help shape the curriculum of vocational education; moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification.

The purpose of the Ringa Hora Workforce Development Council is:

- to use its industry voice to contribute to the creation of a sustainable, globally engaged and adaptive Aotearoa New Zealand (includes Aotearoa me Te Waipounamu and all territories);
- to contribute to an education system that provides opportunities for all people to reach their potential and capabilities, including those who have been traditionally underserved by the education system;
- to contribute to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships;
- to plan, implement and support the responses to Aotearoa New Zealand's current and future workforce needs, taking into account new global and emerging opportunities/challenges.

## About the Reform of Vocational Education (RoVE)

Te Whakahou i te Mātauranga Ahumahinga, the Reform of Vocational Education (RoVE) is the largest vocational education transformation our generation has seen.

The reforms are an opportunity to set up a new system that prioritises Māori succeeding as Māori and works with iwi and Māori to shift to more culturally responsive teaching and learning, where learners know they are valued. It is also a chance to make sure there is a much stronger voice for Māori businesses and iwi development.

---

## Te Tiriti o Waitangi

Ehara taku toa i te toa takitahi engari he toa takitini

*My strength is not one of a single warrior but that of many*

We acknowledge that even prior to the signing of Te Tiriti o Waitangi, both iwi and Māori were adept entrepreneurs and had an eye for both business and overseas trade opportunities. Furthermore, our long-term Te Tiriti o Waitangi goal is that Māori, iwi and hapū be supported and empowered to conduct their own interactions with a vocational education system they will grow to trust and value. We also acknowledge that a Te Tiriti o Waitangi framework for Ringa Hora must be developed in collaboration with and across all Workforce Development Councils and with our Te Tiriti o Waitangi partners. During the establishment phase of Ringa Hora, a set of interim values of Pono, Tika, Mārama and Aroha were gifted to us, and we have been using these four pou to guide our work to date.

- Pono: We are genuine and sincere
  - Tika: We are honest and open
  - Mārama: We follow due diligence processes
  - Aroha: We are compassionate and caring
- 

## Diversity and Inclusion

We are a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff honour Te Tiriti o Waitangi and reflect the diversity of Aotearoa New Zealand and the industries and people we work to support, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

---

## Position Overview

The Senior Analyst will work with a wide range of internal and external stakeholders and be able to generate/translate data, research and trends into advice to help inform the ongoing development of Ringa Hora's strategies and policies. Considering the starting up phase of Ringa Hora, you will have the opportunity to help shape our work programme and strategic direction of our organisation.

---

## Key Responsibilities

- Ensure our commitment to the Te Tiriti of Waitangi drive our work agenda
- Leading complex across multiple stakeholders, embracing human centred design and systems thinking principles
- Collaborate across Ringa Hoara to deliver robust advice to affect transformational change
- Offer advice and subject matter expertise and guidance to internal and external stakeholders within specified timeframes
- Analyse and review available insights and follows a robust process to formulate options for implementation of new initiatives, policies and approach
- Develop plans for improved solutions and delivery of initiatives, policies, processes, guidelines, tools

- Propose and, where applicable, recommend improvements in line with operational standards, legislation, or WDC requirements
  - Identify long-term trends and opportunities that will affect and impact the service industries – trends such as industry change, new technologies, climate change, and demographic change
  - Collaborate across WDCs, key industry collaborators and other entities in the vocational education system to respond to workforce needs of service industries
  - Liaise with agencies and partner organisations as required and maintain awareness of developments in the regulation and industry specific areas
  - Represent Ringa Hora in the policy development process, including taking part in inter-WDC communities of practice and inter-departmental working groups
  - Develop and maintain effective relationships with appropriate Government policy and service delivery staff and information sources
  - Support the delivery of Ringa Hora projects and campaigns
- 

## Skills, Knowledge and Experience

### Skills

- Demonstrated commitment to Te Tiriti of Waitangi
- Strong knowledge in Te Ao Māori and Mātoranga Māori will be desirable
- Strong understanding on the machinery of government
- Strong problem solving skills while adopting a collaborative approach
- Strong policy development skills with a demonstrated ability to research, analyse and prepare accurate advice on complex issues
- Ability to simplify and translate complex information into tangible advice
- Excellent written and verbal communication skills, with experience in writing briefing notes and strategic papers
- An ability to grasp key concepts and new topics quickly
- Strong planning and organisational skills
- Calm under pressure and deadlines
- Well-developed relationship management skills to work with a broad range of people including senior management, staff, industry stakeholders and external contractors
- Ability to work both independently and as part of a highly collaborative team
- A can-do attitude and a desire to be a part of a dynamic team

### Qualifications

- Relevant qualification or relevant industry experience

### Experience

- A passion for doing the right thing for the people & industry we serve is essential
- Experience in a Policy Analyst role and a good understanding of the policy development process
- Experience of working in/with the service industries will be desirable
- A knowledge and understanding of the vocational education sector will be desirable
- Proven experience to quickly adapt to changing circumstances, strong analytical skills and focus on quality of work
- Experience working on complex and time critical projects
- Experience in engaging with a variety of stakeholder to co-design solutions through a robust process will be desirable
- knowledge of TeTiriti o Waitangi, Mātauranga Māori and Te Reo Māori will be ideal

### Programmes/technology

- Proficiency in MS Office

---

## Relationships

The Policy Analyst will maintain key relationships with

- Shared Services – Hapaitia
- All internal employees and leadership team
- Vendors
- Other WDCs
- Industry and Industry specific Iwi, Hapū and Māori business groups

Key government relationships including:

- Tertiary Education Commission
- Ministry of Education
- Ministry of Business, Innovation and Employment
- NZQA
- Te Puni Kōkiri
- Ministry of Pacific peoples
- Ministry of Ethnic Affairs
- Health and Disability Commission

---

## Delegations

The role is responsible for working within delegated authority levels

---

## References

Legislation / Foundation documents:

- Education and Training Act 2020
- Education (Ringa Hora Workforce Development Council) Order 2021
- Te Tiriti o Waitangi

## Appendix A – Outcomes framework

Leading through transformation	<ul style="list-style-type: none"> <li>• Role has a significant impact on WDC priorities.</li> <li>• Requires significant WDC-wide participation</li> <li>• Requires active participation and/or support from a range of group managers.</li> <li>• Requires a medium-term timeframe for implementation</li> </ul>
Achieving Equitable outcomes for Maori	<ul style="list-style-type: none"> <li>• Knows when and how to access resources to ensure that actions meet obligations of the Crown, in relation to the Te Tiriti o Waitangi</li> <li>• Develops and implements to achieve equitable outcomes for Māori.</li> <li>• Engages effectively and appropriately through a partnership approach with Māori (colleagues, external experts, learners, parents, whānau, hapū, iwi, and/or local, regional and national Māori organisations) but requires some assistance to identify when and how such engagement should occur.</li> <li>• Developing a knowledge-base about available research and resources, and is beginning to apply the evidence of what works for Māori in education.</li> <li>• Has an understanding of the Māori Potential approach and sometimes applies it in actions and interactions with others.</li> <li>• Challenges current processes and wants to find new ways to do things differently, to improve their practice and add value, in order to better attend to Māori enjoying and achieving education success as Māori.</li> </ul>
Leading with Influence and enhancing systems performance	<ul style="list-style-type: none"> <li>• Role has a significant impact on WDC priorities.</li> <li>• Require significant group-wide involvement</li> <li>• Require active participation and/or support from a range of cross sector WDC manager.</li> <li>• Role can manage high levels of contentiousness and initial resistance.</li> </ul>
Enhancing organisational performance	<ul style="list-style-type: none"> <li>• Role requires to lift the performance of a small team</li> <li>• Requires significant participation from multiple teams.</li> <li>• Have a measurable and significant positive impact on performance.</li> </ul>
Leading with industry interface	<ul style="list-style-type: none"> <li>• Taking an advisory role in relationships with political representatives, including:</li> <li>• Providing advice on issues relevant to a particular area of expertise.</li> <li>• Communicating an agency's views on issues.</li> <li>• Providing free and frank responses on complex issues.</li> <li>• Supporting other agency staff in their approach to political representatives.</li> </ul>
People related capabilities	<ul style="list-style-type: none"> <li>• Being a proactive member of a WDC functional team</li> <li>• Working in a transformational way in support of leadership objectives</li> <li>• Prioritises personal learning and development for the development of the wider WDC</li> </ul>
Enhancing Team performance	<ul style="list-style-type: none"> <li>• Role has a significant impact on WDC priorities.</li> <li>• Require significant group-wide involvement</li> <li>• Require active participation and/or support from a range of cross sector WDC manager.</li> <li>• Role can manage high levels of contentiousness and initial resistance.</li> </ul>