



Position Description

Senior Policy Analyst

Unit	Public Health Strategy and Policy
Group	Public Health Agency and Mental Health Group
Location	Wellington
Job band (indicative)	18PA
Security clearance	N/A
Date	May 2026

About the Ministry of Health (the Ministry) – Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description – Tō mātou nei aka

The Public Health Agency and Mental Health Group is the lead advisor to the Government on public health and mental health matters. It houses the Ministry's key functions of strategy and policy for public and mental health, as well as Pacific health, and some regulatory functions in partnership with Regulatory Services. These functions are supported by a Surveillance, Insights, and Monitoring Unit, along with the Office of the Director of Public Health. The Group also hosts the Global Health Unit on behalf of the Ministry, including our Polynesian Health Corridors programme.

Position purpose – Kōrero mō te tūranga



The Senior Policy Analyst provides high-quality, evidence-informed policy advice to support the Ministry's strategic priorities. This role leads or contributes to complex policy development, applies the full policy process, and mentors others to build policy capability. Senior Policy Analysts foster collaboration across the Ministry and sector, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Prepare and draft of policy documents, legislation, guidelines and ad hoc advice
- Apply the full policy process from scoping, problem definition, consideration and assessment of options including rigorous regulatory impact assessment, health impact assessment and cost-benefit analysis, as well as considering implementation, risk mitigation and evaluation requirements
- Undertake peer review of documents and material prepared by colleagues to ensure quality, validity, accuracy and consistency
- Provide leadership for projects and areas, working with others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality policy advice
- Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, reporting and reviewing
- Play a critical role in developing and maintaining the Ministry's policy capability by mentoring and supervising less experienced staff through the policy development process
- Take ownership; be accountable and recognised by the Ministry with instilled trust and confidence as a senior practitioner of policy advice
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty obligations

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

What you'll bring to the role – Ko ngā pukenga ōu

- A relevant tertiary qualification
- A thorough understanding of public policy and the machinery of government, with a demonstrated knowledge of political administrative processes and structures
- Highly developed written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles
- Ability to quickly assimilate new information or areas of work and come to an understanding of unfamiliar and complex concepts and environments



- Experience in developing policy, working with, influencing and leading a range of stakeholders
- Good critical thinker with the ability to present complex issues into easily understood advice and options for decision makers
- Advanced relationship management skills with the ability to develop productive stakeholder relationships through consultation and partnerships

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work



Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments
- Apply the merit principle fairly, ensuring equitable opportunities for all