



Position Description

Senior Policy Analyst

Team	Investment & Budget Strategy			
Group	Strategy & Policy			
Manager	Manager, Investment & Budget Strategy			
Location	Wellington			
Direct reports	0		Indirect	0
Delegation authority	HR	N/A	Finance	N/A
Date	Feb 2026		Job band	18PA
Security Clearance	TBC			

About Manatū Hauora, the Ministry of Health (the Ministry) - Ko wai mātou

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.

Directorate description - Tō mātou nei aka

Strategy and Policy | Te Pou Rautaki leads strategy and policy development to improve the health and wellbeing of all New Zealanders. It provides high-quality, evidence-informed policy advice to Ministers and government to support decision-making across the health portfolio and legislative programme.

They draw on clinical advice, undertake engagement with health sector professionals and work with consumer and lived-experience groups to ensure the health system puts patients first.



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

- Develop policy advice, and work on other policy documents such as government strategy documents, guidelines and health system reports
- 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
- 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
- Build collaborative and positive relationships across the team, Group, Ministry, the wider health sector, government and other external stakeholders.
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi 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

- Analytical and enquiring mindset, with a willingness to ask probing questions to assess the underlying information
- 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
- Knowledge of government economic and fiscal processes; or a willingness to rapidly build this knowledge
- Ability to build effective relationships and work collaboratively at all levels across a



large multi-disciplinary organisation

- A demonstrated commitment to the provision of quality services and delivery of results
- Highly developed written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles
- Tertiary qualification in a health or relevant field and/or equivalent experience

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 Individual Contributors to:

- Help maintain a safe working environment within the Ministry by complying with and supporting all health and safety policies, guidelines, and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to



your role.

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