



# Position Description

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## Policy Analyst

<b>Team</b>	Maternity, Child and Family Policy
<b>Group</b>	Strategy and Policy
<b>Manager</b>	Manager, Maternity, Child and Family Policy
<b>Location</b>	Wellington
<b>Job band (indicative)</b>	15PA
<b>Security clearance</b>	N/A
<b>Date</b>	January 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

**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 other stakeholders.



## **Position purpose – Kōrero mō te tūranga**

The Policy Analyst contributes to the development of high-quality, evidence-informed policy advice to improve health outcomes for New Zealanders. This role supports the design, implementation, and evaluation of policy initiatives, working collaboratively across the Ministry and with external stakeholders. Policy Analysts contribute to effective policy development and ensure all work supports the Ministry's functions.

## **What you'll do – Ko tōu ake mahi**

- Assist in drafting and refining policy documents, legislation, regulations, and guidelines, ensuring clarity and alignment with organisational objectives.
- Review and provide constructive feedback on colleagues' work to maintain accuracy, consistency, and quality standards.
- Track project progress, prepare status updates, and contribute to post-project evaluations to identify lessons learned and improvements.
- Work collaboratively across teams and groups to support the successful delivery of key initiatives and priorities.
- Help implement monitoring and evaluation processes that measure performance and inform continuous improvement.
- Support project and policy planning and coordination by applying structured tools and methods to achieve agreed outcomes.
- Offer policy input and practical advice to strengthen the delivery of programmes and projects.
- Identify opportunities to streamline processes and enhance tools and frameworks for greater efficiency.
- Foster positive relationships with internal and external stakeholders to enable effective collaboration and shared outcomes.
- Ensure all work reflects our responsibilities 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**

- Tertiary qualification in a health or relevant field
- Experience in developing policy advice, or a strong understanding of social policy issues and the social policy sector
- Proven organisational skills with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving high levels of accuracy and confidentiality



- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice
- Strong written and oral communication skills with the ability to tailor complex messages to a range of audiences
- Excellent interpersonal skills with the ability to foster good stakeholder relationships

## 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:

<b>Leading with influence</b>	<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>
<b>Engaging others</b>	<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>
<b>Achieving ambitious goals</b>	<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>
<b>Managing work priorities</b>	<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>
<b>Curious</b>	<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.