

Senior Policy Analyst



Ā mātou mara | Our values

Manawa nui | We reach out and welcome in

Manawa roa | We learn and achieve together

Manawa ora | We strengthen and grow the whole person

Reports to: Director Strategy and Information

Team: Strategy and Information

Date: January 2022

Tō mātou tirohanga roa | Our vision

He akoranga whaihua – kia waihanga i te ao o āpōpō | Learning with purpose, creating our futures

Tō mātou uptake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Ā mātou tino whāinga mātauranga | Our educational priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.



Kaupapa | Purpose

The Senior Policy Analyst will provide leadership in the delivery of high-quality research, evaluation, and advice, and in the writing of key strategy, policy and reports for the Strategy and Information Team.

Waiaro | Be

- Passionate in the continuous pursuit of ensuring the success of Te Pūkenga
- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs
- Committed to the vocational education reform and the Charter of Te Pūkenga
- Committed to and capable of partnering with others
- A confident, values-based team player with a good sense of humour and excellent communication and interpersonal skills
- A life-long learner, continuously seeking development of oneself
- A Strong strategic thinker with an ability to translate into operational requirements.

Ngā mahi | Do

- Collaborate effectively with internal and external stakeholders and groups to bring together an understanding of, operational, regulatory, strategic and other environmental issues relating to the Te Pūkenga network and the tertiary education sector
- Provide expert insights, guidance, and advice to guide the approach and deliverables of the Te Pūkenga strategic framework
- Write high quality policy and strategic documents and reports aligned to and consistent with Te Pūkenga performance commitments and strategic drivers
- Support the establishment and maintenance of a strategy management solution
- Ensure projects and deliverables are achieved on time, on budget and that give effect to Te Tiriti o Waitangi
- Through personal example and leadership be an exemplar of the behaviours, attitudes and actions that will ensure the success of Te Pūkenga

Pūkenga | Have

- Significant experience (minimum 10 years) including:
 - Preparing written strategy and policy documents in a regulatory environment
 - Delivering high quality work in an ambiguous and rapidly changing environment with tight deadlines
 - knowledge of the vocational education sector in Aotearoa
- Minimum degree level qualification
- Excellent written and verbal communication skills
- Servant leadership mind-set, reflective of a customer-centric or people-centric workforce culture and strategy
- Demonstrated evidence in building positive working relationships and project teams with a diverse range of stakeholders.
- Excellent interpersonal skills, advocacy, negotiation, and relationship management
- Strong problem solving with the ability to apply new thinking and develop innovative approaches
- Self-accountability for one's own resilience and positive mindset

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

ELT

SLT

Strategy and Information Team

All staff and managers as required for information gathering

Te Pūkenga network

Legal and Risk

External:

Government Agencies

Network subsidiaries

Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: No

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: