

Principal Policy Advisor | Kaitohutohu Kaupapahere Mātāmua

Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi / the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

Role Purpose | Mō te tūnga

At Stats NZ, our Principal Policy Advisors are thought leaders, recognised as expert practitioners in policy analysis. They drive the policy work programme through leading the development of high quality, timely, advice to support data to be used more effectively while maintaining the trust and confidence of New Zealanders.

Principal Policy Advisors are accountable for providing strategic and tactical direction, and advice and support on all aspects of developing and executing policy. You support the Senior Manager – Policy in providing professional leadership to the team, lifting capability, coaching advisors, and setting clear standards for policy advice. You ensure projects and deliverables are well-planned and meet expectations, taking accountability for timely delivery and quality assurance.

Principal Policy Advisors represent Stats NZ at high levels – building effective relationships with our key stakeholders and fronting engagement with our Minister and senior leaders.

Key Outcomes	Accountabilities
Partnering with the General Manager – Policy, Senior Manager – Policy, and Chief Policy Advisor to drive the strategic policy agenda and set the direction for the team's work	<ul style="list-style-type: none">• Contributes to developing a strategic view of the policy agenda• Takes a leadership role by setting the overall direction for multiple projects, ensuring alignment with organisational goals• Embeds a culture of innovation, improvement and commitment to the quality of policy advice• Scans, anticipates, and responds to changes in Government priorities and pressures throughout the Parliamentary term, and to new trends or significant shifts in context
Providing authoritative policy advice and leading work on complex and emerging areas of policy	<ul style="list-style-type: none">• Leads, scopes, shapes, plans, and manages complex policy projects that have significant risk factors or high levels of ambiguity• Approaches undefined problems with innovation, creativity and adaptability• Applies frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options• Applies advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues• Consistently delivers compelling advice to senior leaders, ministers and other decision makers• Critically synthesises information from a wide variety of domains and uses in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence
Effectively influencing through engagement and communication with senior	<ul style="list-style-type: none">• Builds genuine and enduring relationships within and outside government, and draws on those relationship in policy work

stakeholders on domain topics	<ul style="list-style-type: none"> • Determines what needs to be managed across agencies or the policy system to develop and deliver high quality policy advice, and designs and leads the engagement processes needed to achieve it • Draws upon multiple relationships to exchange ideas, resources, and know how
Enhancing the overall capability of the team through guiding and mentoring senior advisors and advisors in their day-to-day work	<ul style="list-style-type: none"> • Supports team capability development • Provides intellectual leadership by bringing new ideas and knowledge to policy discussions and leads strategic conversations in the policy area • Provides supervision, guidance, coaching and mentoring and on-the-job training to team members • Models effective ways of giving and receiving constructive feedback • Leads and supports others in the team to adapt in the face of challenges, uncertainty, and change • Contributes to the performance of the team through providing peer review and quality control including projects and tasks that the Principal Policy Advisor is not leading – using political judgement, knowledge and experiences to anticipate risks and test ideas, analysis and assumptions in others' work
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	<ul style="list-style-type: none"> • Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Actively demonstrates The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation. • Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.	<ul style="list-style-type: none"> • Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this. • Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> ○ Impartial – treating people fairly without personal favour or bias.

	<ul style="list-style-type: none"> ○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ Responsive – understanding and meeting people’s needs and aspirations.
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> • Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

Core requirements

- Has significant experience at a senior level providing strategic policy advice within the public sector, and leading project teams and highly complex policy projects and project teams effectively.
- Understands the current government context, policy agenda and priorities and demonstrates flexibility, adaptability and strategic agility as the needs and priorities of the Minister and the department change.
- Can build the requisite knowledge for different policy issues quickly, draw on in-depth knowledge of the policy area as well as broad knowledge from other policy domains, and critically use evidence and information from multiple and diverse sources to draw inferences and come to conclusions based on available evidence.
- Can comfortably make innovative, practical and durable recommendations without the total picture.
- Can use a range of oral, written and visual mediums to communicate effectively in diverse situations.
- Understands the principles of Te Tiriti o Waitangi and relevance to own role as a public servant, is committed to further developing cultural capability in te ao Māori, and seeks opportunities to better meet the information needs of Māori.
- Connects with others, listens, reads people and situations, and communicates tactfully.
- Highly adept at interpreting and navigating sensitive situations, relationships and competing interests. Remains composed and act constructively in highly pressurised environments.
- Manages and prioritises competing demands – leading the way in adjusting priorities, pivoting to new challenges and opportunities, and recovering from setbacks.

Policy | Ngā Kaupapa Here Rōpū

The Policy Branch provides in-depth, evidence-based analysis and advice to shape and support organisational, Ministerial, and Government priorities. This includes advice on:

- supporting the authorising environment for greater use of administrative data – ensuring that as a national statistics office we can adapt to the digital era and meet customer needs for a wider range of new data products and services
- fostering trust and confidence in how data is used (including ensuring that adequate and necessary safeguards are in place to uphold public trust and protect personal data)
- supporting the delivery of social investment through the development of a strategy and work programme for integrated data.

We lead significant work such as major briefings, Cabinet papers, and legislative amendments, ensuring policy settings support the organisation's long-term strategic direction. The team also works closely with other business units on big-picture initiatives, including budget bids, implementation and investment plans, and key strategic documents.

As a key resource for the CE, we provide direct policy and strategic support in meetings with the Minister, across agency engagements, and at Cabinet and Select Committee.

