

Lead Analyst Policy and Implementation

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Lead Analyst Policy and Implementation
Reports To	Manager Policy and Implementation
Financial Delegation	Nil
Direct Reports	Nil
Purpose	The purpose of this role is to be a trusted policy leader who is expert at providing high quality, well-informed advice that positively influences decision makers.
Date	May 2020

Key Relationships

External	Nature of relationship
The Board	<ul style="list-style-type: none"> • Governance • Information Sharing • Policy Decision Making
Ministry of Education	<ul style="list-style-type: none"> • Research and data information • ECE and schooling policy issues and developments • Navigation of Feedback loops
Māori Medium Education Schools and Peak Body Entities	<ul style="list-style-type: none"> • Information sharing • Establishment of working relationships • Engagement on new policy changes and design of implementation
Education System Agencies and Peak Bodies	<ul style="list-style-type: none"> • Information Sharing and feedback loops • Technical and expert information • Consultation and engagement • Co-design and co-development opportunities (where appropriate)
Teaching Council established consultation groups	<ul style="list-style-type: none"> • Engagement to support co-design and co-development of policy and implementation where appropriate and necessary
Internal	Nature of relationship
Executive Team / Leadership Team	<ul style="list-style-type: none"> • Advice on policy and implementation settings, changes and challenges
Manager Policy and Implementation	<ul style="list-style-type: none"> • Direct report • Advice and reporting on policy and implementation settings, changes and challenges
Managers Teacher Capability and Development Team, Innovation and Collaboration, Teacher Registration, Teacher Practice	<ul style="list-style-type: none"> • Provide support to Managers on any legislative, regulatory as well as policy and implementation settings, changes and challenges • Sharing information on evaluation and monitoring of policy implementation
Chief Operating Officer	<ul style="list-style-type: none"> • Support and advice on Outcomes Framework

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>Building relationships to influence quality policy advice and processes</p>	<ul style="list-style-type: none"> ● Proactively builds networks across a wide range of stakeholders with and through the education system and communities of learning. ● Uses these networks to influence decision makers in a way that leads to the development of high-quality policy and processes. ● Maintains effective relationships with policy and delivery partners and draws on their expertise. ● Supports an environment of inclusion where different perspectives and cultures are freely shared, respected and considered.
<p>Critical thinking and analysis that supports quality policy advice and influences good decisions</p>	<ul style="list-style-type: none"> ● Demonstrates their strategic approach and thinking to policy issues and solutions. ● Selects and uses the most appropriate frameworks of analysis to analyse problems that sometime aren't well defined. ● Accurately gathers information from key sources. ● Proactively recognises impacts for Iwi / Māori and other Tiriti partners on Tiriti concerns.
<p>Understanding context</p>	<ul style="list-style-type: none"> ● Understands how Council levers can influence the education system including the circumstances in an intervention is likely to be appropriate and effective. ● Understands future trends in the education system and policy environment what this might mean for Council business. ● Understands the social, economic, cultural and environmental context in which the Council operates. ● Leads the application of the Council Tiriti o Waitangi policy directions.
<p>Development of Policy</p>	<ul style="list-style-type: none"> ● Leads key policy and implementation projects. ● Identifies multiple aspects and impacts of policy options. ● Develops practical solutions for complex and ambiguous issues based on evidence and analysis. ● Provides high quality, well-informed advice to decision makers that facilitates good decisions. ● Mitigates against risks to the Council. ● Promotes the development of Policy Advice that supports education success for Māori.

<p>Achieving results</p>	<ul style="list-style-type: none"> • Leads to completion medium to large projects that deliver on the Council outcomes and strategic intentions. • Contributes to ongoing improvement across the team's processes and outputs. • Provides mentoring and leadership to other staff to support the success of projects.
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
Relevant tertiary qualification in public policy or similar	Relevant Post graduate qualification
Knowledge and Experience	
Essential	Desirable
At least two years' experience leading large-scale policy projects	Knowledge and experience within the education sector
Experience in leading discussions with stakeholders, senior managers and Ministers	Experience in co-design and co-development approaches
At least five years' experience of public policy processes, policy writing, machinery of Government and working constructively with agencies and stakeholders	Knowledge of Te Tiriti o Waitangi
	Beginning level Te Reo Maori
Key Skills	
<p>Expert Level</p> <ul style="list-style-type: none"> • Writing and analysis • Public policy settings and process • Relationship management • Communication and facilitation 	
<p>Advanced Level</p> <ul style="list-style-type: none"> • Co-design and Co-development approaches • Te Tiriti o Waitangi 	
<p>Working Knowledge</p> <ul style="list-style-type: none"> • Education system • Social and economic sector 	