

Tātari Mātua | Senior 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	Tātari Mātua Senior Analyst Policy and Implementation
Reports To	Pou Whakahaere Manager Policy and Implementation
Financial Delegation	Nil
Direct Reports	Nil
Purpose	The purpose of this position is to develop and review Policy and Implementation advice to the Matatū Aotearoa Board. In addition, the role will provide independent policy advice to influence decision makers.
Date	January 2025

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 Quality, Registration, Professional Responsibility	<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
All colleagues	<ul style="list-style-type: none"> • Support and advice

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
Building relationships to influence quality policy advice and processes	<ul style="list-style-type: none"> ● An environment of inclusion is supported where different perspectives and cultures are freely shared, respected and considered. ● Internal and external relationships are identified, built, and managed. ● A range of relationship management techniques demonstrated. ● Partnership approaches with Māori Medium Education and Iwi are promoted. ● Skills in persuasion and influence demonstrated.
Critical thinking and analysis that supports quality policy advice and influences good decisions	<ul style="list-style-type: none"> ● Analytical frameworks and tools applied and adapted. ● A range of information sources critically evaluated to make judgements about the likely effectiveness and impacts of policy options. ● Complexity and thinking creatively embraced to address policy issues. ● Policy practices promoted to influence education success for Māori.
Understanding context	<ul style="list-style-type: none"> ● A range of rationales, mechanisms and levers for change understood to influence Board decisions and Government Policy. ● Imperatives of partner agencies and the education sector understood. ● Application of Te Tiriti o Waitangi analysis promoted to development of complex and ambiguous policy situations. ● Rationale for the key factors that influence the successful of priority learners understood.
Development of Policy	<ul style="list-style-type: none"> ● Multiple aspects and impacts of policy options identified. ● Practical solutions for complex and ambiguous issues developed based on evidence and analysis. ● Risks to the TC mitigated. ● Development of Policy Advice that supports education success for Māori promoted.
Achieving results	<ul style="list-style-type: none"> ● Planning and reporting on small to medium projects to deliver on TC outcomes led. ● Project management approaches used in a variety of policy and implementation settings. ● A culture of challenge and review is championed.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> ● A healthy, safe, and wellness-oriented workplace is maintained by setting a good

Complying with the responsibilities under the Health and Safety at Work Act 2015.	<p>example to team members in relation to HSW practices and policies.</p> <ul style="list-style-type: none"> Health and safety issues that may impact on the team or wider organisation are identified and reported.
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Person Specifications

Qualifications	
Essential	Desirable
Degree level tertiary qualification in public policy or similar	Relevant post graduate qualification
Knowledge and Experience	
Essential	Desirable
At least four years' experience of public policy processes and machinery of Government	Knowledge and experience within the education sector
Experience in policy writing	Beginning level of Te Reo Māori
Key Skills	
Expert Level <ul style="list-style-type: none"> Writing skills Analytical and research skills 	
Advanced Level <ul style="list-style-type: none"> Relationship management Communication and facilitation Team work Te Tiriti o Waitangi and its relevance and application in our workplace and the education sector 	
Working Knowledge <ul style="list-style-type: none"> Co-design and Co-development approaches 	