

Position Description (Te Whakaaturanga Tūranga Mahi)

Position Title:	Senior Policy Analyst
Business Unit:	Policy and International
Grade:	M1
Last Review Date:	November 2020

Overview – NZQA’s Role (Te tirohanga whānui – Ngā mahi a NZQA)

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

NZQA is a Te Reo Māori learning organisation.

More information can be found on our website at www.nzqa.govt.nz.

Public Service (Te ratonga tūmatanui)

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āiane, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me 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, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being 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>)

Business Unit Overview (Te tirohanga whānui ā-tari)

The Quality Assurance Division (QAD) of NZQA is responsible for ensuring the quality of non-University qualifications and programmes delivered across New Zealand and for quality assuring the performance and capability of all non-university tertiary education organisations.

QAD is organised into eight teams: Approvals and Accreditation, Evaluation, Quality Assurance Māori, Monitoring and Assessment, Policy and International, Qualifications Recognition Service, Risk Management, and Service Delivery.

The Policy and International business unit is responsible for leading the Division's contribution to the development of tertiary education policy, advice to Ministers on tertiary education matters, maintaining the qualifications system and NZQF system, quality assurance frameworks, and international education.

The unit leads the design and development of the Division's strategies and policy initiatives, and maintains the currency and coherence of quality assurance and qualifications system policy. The unit supports the International Education Strategy including NZQA's international recognition programme, meeting New Zealand's obligations under relevant international agreements and conventions and hosting the National Education Information Centre.

Purpose of Position (He whakamārama)

The Senior Policy Analyst provides timely, high quality analysis and advice on qualification, quality assurance and international issues that form the routine operations and operational policy work within the Division.

The Senior Policy Analyst has responsibility for leading assigned policy projects, including qualification recognition, quality assurance frameworks, international education and engagement with international delegations.

The Senior Policy Analyst represents NZQA in a range of forums to build relationships with other agencies and stakeholders to achieve project goals in national and international settings.

Working Relationships (Te hononga tāngata)

Responsible to: Team Leader, Policy and International

Functional relationships:

Internal:

- Chief Executive
- Deputy Chief Executives
- Strategic Leadership Team
- Managers and business unit staff
- Staff in other business units

External:

- Minister's Office

- Other government agencies (e.g. Ministry of Education, Tertiary Education Commission, Education New Zealand, Immigration NZ, Ministry of Foreign Affairs and Trade)
- Tertiary education organisations and their peak bodies
- New Zealand embassies overseas and foreign embassies in New Zealand
- Counterpart agencies in partner countries
- Organisations and individuals who have questions and other enquiries.

Key Accountabilities (Ngā haepapa matua)

1 Operational Policy Development and Advice

- Lead and manage the production of rigorous, high quality policy advice to the Strategic Leadership Team, NZQA Board, other government departments, Ministers and Cabinet on relevant qualifications and quality assurance issues both nationally and internationally.
- Plans and manage projects using service design approaches where appropriate to achieve goals and outcomes to meet timeframes. This may include projects intended to reach formal recognition arrangements with other countries or institutions.
- Research and analyse information associated with the provision of high quality policy advice.
- Keep the DCE Quality Assurance, Manager, Team Leader and other appropriate staff informed of progress on work tasks, emerging issues and identification of potential risks.
- Participate in the development of policies with other government agencies, taking leadership responsibilities, where appropriate.
- Actively contribute to the quality of policy advice through regular participation in peer review, policy appraisal and discussion of issues.
- Address the implications of Te Tiriti o Waitangi and equity considerations in policy advice, review, analysis and development.

2 Relationship management

- Effectively represent NZQA to government agencies, delegations, professional and sector interest groups and public forums, as appropriate, nationally and internationally.
- Build and maintain effective working relationships with key stakeholders to further NZQA's interests and reputation nationally and internationally.
- Consult, facilitate and liaise with appropriate iwi and Māori, Pasifika communities and other key stakeholders.

3 Ministerial, Chief Executive and DCE Servicing

- Prepare and contribute, where appropriate, to submissions, Cabinet papers, briefing and speech notes, and overseas communications e.g. international conference papers, ministerial and parliamentary questions.
- Draft the full range of papers, reports, ministerial submissions and correspondence for the Chief Executive and Deputy Chief Executive, Quality Assurance.
- Peer review and quality assure ministerial correspondence and submissions

4 Leadership

- Contribute to developing the strategic direction and planning for policy across the Division and organisation
- Provide thought leadership on issues and project work particularly in the area of responsibility
- Contribute to creating an environment that fosters and develops effective working relationships and opportunities for high performance.
- Actively participate in, and lead where appropriate, meetings relating to qualification, quality assurance and international education issues.

NZQA Priorities (Ngā whāinga nui o NZQA)

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

Health, Safety & Wellbeing

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.
- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

Privacy & Security

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

Knowledge / Records Management

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

Person Specification (Ngā pūmanawa tāngata)

Knowledge, Skills and Experience (including Technical Competencies)

Knowledge

- An overview of the New Zealand education system, including the major political, economic, social and cultural influences that impact on the sector and the role and function of NZQA.
- Sound understanding of machinery of government, policy development, implementation, and review
- New Zealand Qualifications Framework and quality assurance of education in New Zealand

- Trends and developments in education systems of other jurisdictions, in particular the Pacific Region, and their relevance to New Zealand
- Working knowledge of te reo Māori and of mātauranga Māori
- Working knowledge of Pasifika world views and lived experiences.

Skills

- analyses problems, synthesises information, uses judgement and critical thinking to reach robust, pragmatic and defensible decisions
- builds a comprehensive and detailed knowledge of a number of complex issues
- uses facilitation, negotiation, persuasion and influence to resolve problems and issues
- quickly establishes, builds and maintains strong effective working relationships and relates well at all levels
- organised, versatile and adaptable, manages work of self to achieve deliverables in an ambiguous and quickly changing environment
- plans, prioritises and manages work to deliver successful outcomes on time, using service design principles and project methodologies when appropriate
- maintains composure, uses diplomacy, tact and political awareness to engage meaningfully with people from different cultures and nationalities
- manages a complex, often demand driven work programme while still achieving longer term objectives
- makes connections between the work of the team and how this is integrated into the overall work of the Division
- understands and responds to customer needs meeting service delivery expectations
- excellent oral and written communication skills adapted to match the situation and audience, including presenting, facilitating and report writing.
- experienced in the use of database, spreadsheet and word processing software, file management, e-mailing, scheduling and document management processes
- understands and incorporates the principles of Te Tiriti o Waitangi and equity into their work

Experience

- proven ability to plan, co-ordinate and complete procedures and projects
- managing operational policy development, implementation, and review projects
- working in international or tertiary education
- engagement with iwi and Māori and Pasifika communities

Qualifications

A relevant bachelor's degree or equivalent level of tertiary qualification in education, law, economics, social sciences or public policy.

Other Requirements (Ngā herenga atu o te tūranga mahi)

From time to time there will be a requirement to travel within New Zealand for meetings with government agencies and sector organisations.

Development Competencies (Te whanake pūkenga)

NZQA has the following Core Competencies for the purpose of development planning:

Client responsiveness - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

Collaboration - Working collaboratively with others, sharing information and networking to achieve common goals and positive outcomes.

Communication - Listening and communicating with others in an effective manner.

Continuous learning - Identifying and addressing personal development needs to enhance individual and organisational performance; learning through self reflection on success and failures.

Decision-making - Making good decisions and solving problems involving varied levels of complexity, ambiguity and risk.

Engaging with Māori - Engages effectively with Māori, underpinned by NZQA's values, and applies an understanding of Te Ao Māori that is relevant to the context of our business.

Valuing diversity - Helping create an inclusive work environment that embraces and appreciates diversity.

Work practice - Focusing personal efforts in an organised way to achieve results consistent with NZQA's objectives, seizing opportunities that arise, and maintaining effectiveness in a variety of situations.

Job Description Scope of Duties (Ngā mahi whāiti o te tūranga mahi)

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.