

Policy Analyst – Fixed Term

Manager	Director Mental Health and Addiction Sector Leadership		
Location	Wellington		
Direct reports	None	Delegations	0
Date	April 2021	Job band	15

About the Mental Health and Wellbeing Commission

The Mental Health and Wellbeing Commission is an independent Crown Entity established on 9 February 2021 in response to [He Ara Oranga, the Government inquiry into mental health and addiction](#).

Our objectives are to contribute to better and equitable mental health and wellbeing outcomes for all people in Aotearoa. We will do this by being transparent, truthful, ethical, and accountable.

With the recent appointment of the Commission's Board, we are moving towards the development of the organisation's vision, mission, and values and the strategy that will provide direction to the Commission into the future and it is therefore expected this position description will be reviewed in early 2022.

Further details can be found at www.mhwc.govt.nz

Te Tiriti o Waitangi

We are a organisation grounded in Te Tiriti o Waitangi. Te Tiriti o Waitangi informs the Commission's partnership approach with Māori as tangata whenua. We aim to work in partnership with Māori and to integrate a Te ao Māori approach in all our mahi.

Diversity and Inclusion

The Commission welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Position purpose

The Mental Health and Addiction Sector Leadership team is responsible for (interalia) monitoring and reporting on mental health services and addiction services and assessing and reporting on the effectiveness of approaches to mental health and wellbeing.

In order to fulfil these responsibilities, we are developing a monitoring framework, He Ara Awhina. The development of the framework will involve considerable input from Māori, people with lived experience and the Mental Health and Addiction service sector. The Commission is expected to deliver a baseline monitoring report on mental health services and addiction services by December 2021.

The Policy Analyst will provide support to the Principal Policy Analyst in the development of He Ara Awhina, and the monitoring report.

Key functional accountabilities and deliverables for this position

Policy and performance

- Prepare and draft documents and reports related to the development of the framework and report
- Undertake peer review of documents and material prepared by colleagues to ensure quality, validity, accuracy and consistency
- Assist in the planning of the work, using work planning tools
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty obligations
- Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, reporting and reviewing
- Support the principal policy analyst in the work with key stakeholders including but not limited to, the Ministry of Health, mental health and addiction services, people and networks of lived experience, Māori and Pacific, to ensure policy development is fit for purpose
- Support codesign and consultation processes
- Prepare and draft documents on key initiatives relating to the framework and report development, including briefings, reports and advice for the Board, Chief Executive and Minister

- Build collaborative and positive relationships across the team, Ministry and other external stakeholders.
- Contribute to the development and continuous improvement of processes, tools and frameworks within the wider team.

Key relationships

Internal

MHWC colleagues

External

Ministry of Health

Providers of Mental Health and wellbeing services

Other government agencies

People with lived experience of mental distress and/or addiction

Health, safety and wellbeing

At the Mental Health and Wellbeing Commission we expect all of our Individual Contributors to:

- Help maintain a safe working environment within the Commission by complying with and supporting all health and safety policies, guidelines and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to your role.

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Person specification

Essential

- An appropriate tertiary level professional qualification and/or relevant work experience
- Demonstrated commitment to Te Tiriti O Waitangi and a commitment to improving equity of outcomes and Māori Health
- Experience working successfully in diverse cultural contexts, with knowledge of Māori and Pacific Peoples

- Experience in providing proactive, objective and high-quality advice, information and analysis.
- Highly developed written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles
- Previous experience working strategically and applying critical thinking, as well as sound judgment, in the development of options and provision of advice
- Strong analytical skills
- Capacity to quickly identify and clearly express core elements of an issue or proposal.
- Experience working with a range of stakeholders
- Strong oral and written presentation skills

Desirable

- An understanding of the issues related to Mental Health and well being
- An understanding of the machinery of Government, and knowledge of political administrative processes and structures
- Experience in preparing briefing papers for Board and Minister
- Experience in contributing to policy development
- An understanding of public policy and the machinery of Government, with a demonstrated knowledge of political administrative processes and structures
- An understanding of Māori tikanga and te reo or a strong desire to develop your experience in this area

This position description is intended as an insight to the main tasks and responsibilities required for the role and may be subject to change in consultation with the job holder.

Key Capabilities

Achieving ambitious goals	<ul style="list-style-type: none"> • Demonstrates achievement drive, ambition, optimism and a delivery focus; makes things happen and achieves ambitious outcomes.
Managing work priorities	<ul style="list-style-type: none"> • Works at the right level and on the right things; delivers on their short-term and long-term objectives across the breadth of their role.

Displaying intellectual agility and curiosity	<ul style="list-style-type: none"> • Thinks critically and broadly, displays curiosity and flexibility in analysing ideas and information; seeks and values the input of others, makes timely and fit for purpose decisions.
Managing self	<ul style="list-style-type: none"> • Displays grit, courage, resilience, humility and integrity; manages reactions and demonstrates composure and consistency in their behaviour and emotions.
Displaying self-awareness and a self-improvement focus	<ul style="list-style-type: none"> • Knows themselves (what they do well and less well); can assess their performance and impact on others in the absence of feedback; seeks and values feedback; is committed to developing and improving themselves.
Monitoring and evaluation	<ul style="list-style-type: none"> • Monitors and evaluates to identify issues and opportunities and support decision-making processes • Reviews activities to measure effectiveness against outcomes and deliverables
Advise and influence	<ul style="list-style-type: none"> • Provides proactive and frank advice that is impactful, influential and able to be utilised
Communication	<ul style="list-style-type: none"> • Demonstrates effective written, verbal and interpersonal communication skills • Ability to convey complex or technical information both verbally and in written form to a range of audiences
Relationship management	<ul style="list-style-type: none"> • Builds and maintains relationships with a wide range of people to achieve organisational outcomes • Coordinates and collaborates with and across internal functions to ensure alignment of functions
Analysis and judgement	<ul style="list-style-type: none"> • Ability to distil complex and competing information to identify key themes and issues • Takes a strong evidence-based approach to decision-making.
Technical knowledge	<ul style="list-style-type: none"> • Demonstrates the qualifications, skills, knowledge and experience required to successfully undertake the position (detailed in the person specification of the position description)