

# JOB DESCRIPTION



Job Title:	Analyst
Division:	Any Treasury Portfolio
Reports to:	Manager/ People Leader
Location:	Wellington
Date:	September 2025

## The role of the Treasury

The Treasury, Te Tai Ōhanga, plays a key role in New Zealand's public service as the Government's lead advisor on economic policy, macroeconomic and fiscal strategy, and steward of the public sector financial management system. Together with our central agency partners, we support Ministers to drive the performance of the public sector with the goal of enhancing living standards for all New Zealanders. The Treasury also has a critical role providing advice and analysis to support an understanding of public finance, fiscal choices, and economic issues.

There are challenges in our economic context at present, as the domestic economy faces significant headwinds in the near-term. However, there are also major opportunities, for example as we look to set out how New Zealand can address the long-standing challenge of delivering more rapid productivity growth and attract greater investment. Overall, a period of fiscal adjustment is needed to restore our fiscal sustainability, while delivering more effective and efficient public services would help ease the trade-offs involved with this.

These challenges are occurring against a backdrop of an increasingly complex environment. New Zealand needs to navigate large-scale changes like population ageing, climate change, and a much more uncertain international economic landscape. This context requires strategic leadership from the Treasury and wider public service, as New Zealand has the opportunity to make adaptive approaches to demographic shifts, climate change, and foster economic relationships that leverage the evolving global situation.

The Treasury supports the Government by providing:

- evidence-based advice and analysis on removing barriers to growth, creating a thriving business environment, supporting better-performing infrastructure, and building economic resilience
- the operations, frameworks, and advice that underpin stable macroeconomic policies, a sustainable and resilient fiscal strategy, and delivery of a budget that supports effective public services
- advice and systems that support Crown expenditure and tax policies, underpin effective and efficient public services, and support higher living standards working alongside central agencies
- advice and systems that support the management of the Crown financial, commercial, and mixed-ownership assets

We also have an important public stewardship role as a credible economic leader that encourages and contributes to constructive public discussion on key economic policy issues.

## The role of the Analyst

The Analyst will develop and deliver high-quality economic, financial and commercial advice to influence government decisions that will improve living standards for all New Zealanders.

## Key accountabilities

<i>Key accountability areas:</i>	<i>Key accountabilities/expectations:</i>
<b>Develop and advise on Economic, Financial and Regulatory Policy</b>	<ul style="list-style-type: none"><li>▶ Identify problems and develop practical policy advice using evidence from a range of sources (e.g. other staff, Government departments, Crown agencies and entities, committees)</li><li>▶ Contribute to, and in some cases lead, drafting advice, legislation, regulations and/or guidelines.</li><li>▶ Communicate broadly with a range of stakeholders, using a variety of approaches, to develop advice and to share completed advice</li><li>▶ Assess and report on the capability, finances and performance of public sector agencies.</li><li>▶ QA regulatory impact assessments</li><li>▶ Complete rigorous peer review of advice to ensure quality, fit for purpose and persuasiveness</li><li>▶ Represent Treasury's views to others on issues as mandated by Treasury</li><li>▶ Attend meetings, with Ministers, Select Committees or Department executives, accompanied by senior Treasury staff support</li></ul>
<b>Support to the Minister</b>	<ul style="list-style-type: none"><li>▶ Contribute to, and in some cases lead, writing Treasury Reports, Ministerial briefings and speeches and Cabinet Papers as requested</li><li>▶ Provide input to responses to Ministerial correspondence, OIA requests, parliamentary questions and other ad hoc requests from Ministers.</li></ul>
<b>Stakeholder management</b>	<ul style="list-style-type: none"><li>▶ Initiate, build and maintain a range of relationships and networks, both within and outside the Treasury to influence, persuade and to understand other's perspective to enrich advice</li><li>▶ Coordinate activities within Treasury and between Treasury and other stakeholders</li><li>▶ Liaise with and report progress on policy and programmes to stakeholders to ensure the Treasury's and wider government's position is properly represented and stakeholders are well informed</li></ul>
<b>Project Management</b>	<ul style="list-style-type: none"><li>▶ Contribute to or project-manage smaller projects, within the context of a defined project plan and governance arrangements</li></ul>
<b>Work practice accountability</b>	<ul style="list-style-type: none"><li>▶ Manage knowledge information appropriately so that it is easily available for other staff</li></ul>

## Role scope

### *Key dimensions of resources controlled:*

Revenue:	Nil
Expenditure:	Nil
Capital Assets:	Nil
Direct reports:	Nil

### *Key relationships*

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>▶ Executive Leadership Team</li><li>▶ Assistant Secretaries</li><li>▶ Managers</li><li>▶ Other Division members</li><li>▶ Staff</li></ul>	<ul style="list-style-type: none"><li>▶ Minister's Office</li><li>▶ External stakeholders, e.g. State Sector senior management, other monitoring agencies, SOEs, CFIs, CRIs and private sector analysts</li></ul>

## Qualifications/Experience

- ▶ Graduate tertiary qualification as a minimum
- ▶ Some experience in developing economic, commercial, financial or regulatory policy advice, including the ability to apply standard policy frameworks
- ▶ Critical thinking and analytical ability
- ▶ Ability to focus on solutions and results
- ▶ Understand multiple aspects and impacts of policy
- ▶ Strong written and verbal skills with the ability to communicate issues and concepts clearly, succinctly and with influence.
- ▶ Ability to build and maintain relationships and networks with diverse range of stakeholders
- ▶ Personal integrity, sound judgement and an honest and ethical approach
- ▶ Knowledge of Public Sector Management
- ▶ Basic understanding of financial analysis e.g. understanding a balance sheet
- ▶ Ability to understanding policy, including economic and analytical frameworks
- ▶ Numerically literate and ability to link to policy analysis
- ▶ Strong learning agility
- ▶ Excellent organisational skills
- ▶ Ability to obtain an appropriate security clearance
- ▶ Understanding of the machinery of government (desirable but not essential)

## Treasury values

- ▶ **Making a Difference - Kia Pono** - Our place at the heart of New Zealand's economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high-quality, sustainable solutions on the big issues for New Zealand.

- ▶ **Enhancing Mana - Kia Whakamana** - Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute and succeed. We inspire others with our enthusiasm and aspirations.
- ▶ **Achieving Together - Kia Hono** - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

## The role of the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. To find out more: (<https://www.publicservice.govt.nz/about-us>).

## Changes to Position Description

Positions in The Treasury may change over time as the organisation evolves and priorities change. Responsibilities for this position may change and the manager of this position may initiate such change as necessary.