

# JOB DESCRIPTION

Job Title:	Senior Analyst
Portfolio:	Any Treasury Portfolio
Reports to:	Unit Manager/Senior Manager
Location:	Wellington
Date:	September 2025

## The role of the Treasury

The Treasury, Te Tai Ohanga, 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 Divisions

### The Budget and Fiscal Strategy Division:

- delivers high quality advice on macroeconomic management and fiscal choices;
- ensures delivery of a robust Budget process that evolves to ensure it remains fit for purpose in delivering high quality outcomes;
- provides timely projections, reporting and analysis on the economic and fiscal outlook and impact on the Crown's financial accounts to inform Government decisions; and
- produces quality analysis on planning and executing a programme of capital investment and developing a strategy to manage the Crown's assets and liabilities.

The Economic Strategy Division is responsible for developing and coordinating comprehensive economic policies to drive national economic growth and stability. The core elements involve:

- evidence-based analysis to support a coherent programme of economic reform to lift economic performance and living standards;
- system leadership to inform strategic economic decision making across the government; and
- a programme of policy-relevant research that informs the Government's economic strategy.
- Advancing Treasury's Te Ao Māori strategy and Pacifica capability.
- Manages international economic engagements and advice.
- Providing Analytics and insights to the Treasury.

This Division ensures that Treasury's advice aligns with New Zealand's long-term economic challenges and priorities, integrating closely with fiscal policy to support sustainable economic development.

The Economic Performance Division provides evidence-based policy advice to enhance New Zealand's microeconomic settings and structural reforms, with the aim of boosting the country's economic growth.

The Division works closely with other economic agencies and manages advice around key economic frameworks including taxation, natural resources, regional economic development, industry policy, and innovation.

The Commercial Performance Division is responsible for the strategic oversight of the government's commercial entities, mixed-ownership entities, and Crown Financial Institutions. It delivers expert advice on:

- managing the governance of entities and advising on the framework underpinning these assets;
- advising on options that optimise financial and non-financial performance;
- leading the advisory process for the government's substantial commercial dealings; and
- aligning the entities with broader government objectives.
- Leading the Export Credit office.

The Public Sector Performance Division focuses on enhancing the effectiveness of government agencies and the broader public sector. It is responsible for:

- improving system performance through the stewardship of the public financial management system;
- providing strategic analysis on resource allocation across the public sector to inform medium-term planning;
- ensuring our advice on all national infrastructure, Public-Private Partnerships, and our housing policy is driving performance in the system;
- Vote analysis that seeks to ensure value for money in public spending; and
- tools and frameworks for the review of functional areas of spending to improve value for money.

The Strategy and Executive Services Division:

- helps the Executive Leadership Team shape the organisation's strategic direction, drive change, monitor its performance, and support its governance;
- fosters a culture of excellence and continuous improvement within the Treasury; and
- supports the Minister and helps ensure alignment of our strategic objectives with the Government's priorities.

## The role of Senior Analyst

The Senior 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.

The Senior Analyst is also expected to routinely display both people and intellectual leadership.

## Key accountabilities

Key Result Areas:	Key accountabilities/expectations:
<b>Develop and advise on Economic, Financial, Commercial and Regulatory Policy</b>	<ul style="list-style-type: none"><li>▶ Develop practical policy advice using evidence from a range of sources (e.g. other staff, Government departments, Crown agencies and entities, committees)</li><li>▶ Identify problems and lead processes for resolving</li><li>▶ Lead and/or contribute to 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>▶ Contribute to developing strategic views on policy advice e.g. should NZ take a specific policy position?</li><li>▶ Complete rigorous peer review of advice to ensure quality, fit for purpose and persuasiveness</li><li>▶ Articulate Treasury's interests and position in a range of forums including meetings with Minister's, Select Committees, other Department executive meetings</li></ul>
<b>Support to the Minister</b>	<ul style="list-style-type: none"><li>▶ Lead and/or contribute to the writing of 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>

Key Result Areas:	Key accountabilities/expectations:
<b>Stakeholder management</b>	<ul style="list-style-type: none"> <li>▶ Initiate, build and maintain a broad 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 larger projects</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>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▶ Provide intellectual leadership by bringing new ideas into policy discussions and contributing to setting the agenda (i.e. what should Treasury be involved in?)</li> <li>▶ Coach and guide other staff with less experience</li> <li>▶ Assist the manager with work planning and prioritising</li> <li>▶ Approve policy advice <i>[where formally delegated to staff at the manager's discretion]</i></li> <li>▶ Contribute to cross-Treasury projects</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>▶ Deputy Secretaries</li> <li>▶ Assistant Secretaries</li> <li>▶ Managers</li> <li>▶ Staff</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ministers and their offices</li> <li>▶ Representatives from public service agencies</li> </ul>

## Qualifications/Experience

- ▶ Graduate tertiary qualification as a minimum
- ▶ Extensive experience (i.e. at least 5 years) in developing and providing economic, financial, commercial or regulatory policy advice, including applying and adapting analytical frameworks and tools
- ▶ Strong written and verbal skills with the ability to communicate complex issues and concepts clearly, succinctly and with influence.
- ▶ Critical thinking and analytical ability
- ▶ Basic understanding of financial analysis e.g. understanding a balance sheet
- ▶ Extensive experience in and in-depth understanding of policy, including economic and analytical frameworks
- ▶ Knowledge of Public Sector Management
- ▶ Ability to build and maintain relationships and networks with diverse range of stakeholders on often complex and ambiguous issues.
- ▶ Personal integrity, sound judgement and an honest and ethical approach
- ▶ Experience working with complex, ambiguous and risky issues, and applying judgements to those issues
- ▶ Experience working with others to develop agreed solutions
- ▶ Track record of creating practical solutions to complex and ambiguous problems
- ▶ Experience in improving the quality of the work of a team or organisation
- ▶ 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)

## Attributes

- ▶ Passion and enthusiasm – the ability to take the initiative and make things happen
- ▶ A preference towards sharing thinking and encouraging innovation from others in their thinking
- ▶ Self-awareness and openness – the ability to listen, respect and take on board the perspectives of other people/disciplines; a degree of humility
- ▶ Demonstrated high levels of integrity

## 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.