

Manager, Policy

REF: POL-15

Reports to	General Manager, Policy Business Unit	Group	Policy Group
Unit/Team	Policy Business Unit	Location	National Office
Direct reports	6-12		

Our ministry

Justice is the foundation of any democratic society and New Zealand has one of the most trusted public services in the world. At the Ministry of Justice, we work as one team to provide a great service to the public every day.

We lead the justice sector and our role is wide-ranging – we administer the courts, the legal aid system and the Public Defence Service. We provide policy advice to the government and advise on legislation relating to the courts, justice system and New Zealand's constitution. We also negotiate Treaty of Waitangi settlements for the Crown and administer the Marine and Coastal Area (Takutai Moana) Act.

Our team of over 3000 work across the country and are passionate about making a difference for New Zealanders. They work for an organisation which values excellence and service and treats people with integrity and respect and they make a difference and change people's lives.

When you join us you'll play an important part in helping to keep our communities safe and ensuring our justice system is fair and credible. We work together to ensure a safe and just New Zealand.

Our values: RISE

Respect:	We value others and their contributions
Integrity:	We are honest and open
Service:	We deliver results
Excellence:	We focus on quality

Your role

The Manager, Policy primarily focuses on areas of people management and development; ensuring the effective and efficient operation of their team; managing relationships with key stakeholders and maintaining overall ownership of policy outputs. The Manager, Policy maintains an oversight across current policy issues and work in order to ensure quality assurance of Policy Group outputs, and to enable flexible working across Policy teams.

Policy Group

The Policy Group is responsible for the provision of all policy-related services to the government, providing well-researched advice on a range of justice related issues. The Group is responsible for the policy functions of Criminal Justice, Courts and Justice Services, and Civil and Constitutional business units. These business units are described below.

Criminal Justice

This business unit has a broad focus on the criminal justice pipeline, including a team that is concerned with 'reducing crime'. The Reducing Crime team focuses on the drivers of crime and reduction in offending behaviour, drawing in social policy and justice objectives and focus areas. The other teams in the business unit focus on Criminal Law policy and Sentencing and Rehabilitation policy. The Criminal Justice business unit considers the perspectives and works with a broad range of stakeholders and policy levers beyond legislation and the narrow justice sector agencies.

Courts and Justice Services

This business unit bridges the gap between criminal justice systems and services and the civil jurisdictions. With a focus on access to justice and core justice system infrastructure, it provides a clear and prominent home for work that is central to improving the Ministry's service delivery. Work carried out in this business unit plays a critical role in delivering on the Ministry's contribution to Better Public Services, and strengthens the relationship and engagement between the Ministry's policy and operational groups. With a focus on the 'users' of the justice system, this business unit plays an essential role in creating a centre of excellence in thinking about policy relating to design and delivery of justice services.

Civil and Constitutional

This business unit focuses on core regulatory, democratic rights, and constitutional policy issues that underpins and regulates relationships between the citizen and the government, and private relationships between citizens. Accordingly, the business unit provides advice to the Minister of Justice on aspects of the legal system which determine the balance between the rights and the obligations of the individual and the powers and responsibilities of the Government.

Dimensions of the position for which the incumbent is accountable

Number of direct/indirect reports:	6-12
Operating budget:	TBA
Other (delegation levels):	Financial level 3 HR Delegation 4

Your responsibilities

Policy Leadership

- Support the General Managers and Chief Advisors by providing input into the identification of key policy issues and prioritisation of the Policy Group's work programme
- Own the teams' policy outputs including: quality assurance of policy work, signing off policy advice, and providing policy advice to the relevant Minister's and stakeholders

Leadership and Direction

- Create and actively promote the Ministry's purpose, strategy, vision and values
- Role model the Ministry's desired values and behaviours
- Lead the development, implementation and ongoing review of the policy teams' employee engagement action plan
- Ensure systems, structures, policies and practices are regularly reviewed to ensure they are achieving intended results

Management

People Management

- Contribute to resourcing discussions with the leadership team to ensure that resource is allocated into the team at the right time to deliver
- Use rigorous selection processes to recruit the most suitable candidates for vacant positions
- Measure and evaluate performance against Policy Group goals
- Address poor performance issues promptly by adopting appropriate processes

Operational Management

- Oversee the management of the agreed work programme, and ensure that milestones are met using a range of policy tools and interventions
- Support and facilitate the dynamic movement of staff across the Policy group as work programme demands change
- Contribute to the Policy Group's management team
- Adhere to Ministry policies, guidelines and delegations
- Provide and maintain a safe working environment
- Ensure staff have the tools and resources necessary to perform their jobs
- Manage allocated budget and financial delegations in a way that ensures delivery, gives the Ministry best value for money and is financially sustainable
- Identify issues or risks, escalate where appropriate and lead the development and implementation of mitigation strategies
- Provide relevant information and identify key issues in response to correspondence, ministerials and parliamentary questions

Service Delivery

- Promote the design and implementation of continuous improvements to systems, technology, processes and procedures
- Share and adopt best practice service delivery initiatives
- Use client feedback to inform service delivery standards

- Develop and implement standards for service delivery
- Measure and monitor service delivery standards, efficiency and effectiveness

Capability Development

Team Capability

- Identify and develop essential skills, knowledge and behaviours (competencies) required for direct reports to be effective
- Assess gaps between desired and actual capability and identify areas for development
- Ensure that performance development plans are in place for all direct reports and provide regular and constructive feedback on performance
- Provide regular coaching and support to build performance and capability

Own Capability

- Ensure an in-depth understanding of the Ministry systems, structures and interfaces
- Continue to build breadth and depth of experience
- Actively participate in professional development programmes such as development centres, 360-degree feedback, coaching, and talent management
- Ensure a working knowledge and understanding of the Machinery of Government
- Draw on others' functional and technical knowledge and expertise
- Personally exercise powers appropriately under all relevant acts, and maintain knowledge of legislation to enable exercising of powers

Your working relationships

Internal Staff and management across the Ministry of Justice
Office of the Chief Executive

External Ministers and their offices
Judiciary
Justice sector agencies
Other government departments and agencies
Relevant non-governmental organisations

Your education & experience

EDUCATION/PROFESSIONAL QUALIFICATIONS AND TECHNICAL SKILLS

A tertiary degree in a relevant field is preferable

WORK EXPERIENCE

Substantial experience in:

- Leading and developing teams in a medium to large organisation.
- Demonstrated success in a policy management role.

- Working as a member of a policy management team with varying unit goals but shared organisational goals.
- Communicating with a wide range of audiences on a range of complex issues.
- Relationship management demonstrated by establishment and maintenance of a range of effective business/operational management inter-relationships across business units and/or a network of professionals, managers, and external parties.