



Position Title: **Analyst & Senior Analyst, Interim Climate Change Committee [multiple positions]**

Reports to: **Director, Interim Climate Change Committee**

Location: **Wellington**

Interim Climate Change Committee context

The Interim Climate Change Committee (the Committee) is a Ministerial Advisory Committee established as a precursor to the Climate Change Commission. The Committee is supported by a full-time, dedicated Secretariat of subject-matter specialists.

The Secretariat, guided by the Committee, is recruiting for staff to advise on emissions budgets for New Zealand. Emissions budgets are the stepping stones to reaching longer term emissions reduction targets (for example, net-zero long-lived greenhouse gases by 2050). To support emissions budgeting, analysts will need to be comfortable with:

- emissions and activity data
- understanding the potential of mitigation options, policy levers and costs of reducing emissions
- development and understanding of analytical tools (e.g. computational models) for estimating potential emissions reductions and socio-economic impacts under different policy settings.
- working with stakeholders to achieve trusted and credible assumptions

To support this work, the Committee is looking to bring together a team of technical specialists within the Secretariat, covering a wide-range of expertise including modelling, physical science, engineering, economics, mātauranga Māori, behavioural science, and public policy. The ideal candidate will enjoy working in a collaborative environment, engaging broadly on the assumptions underpinning this work, and communicating complex concepts to a non-technical audience.

This will be the first time emissions budgets will be developed for New Zealand. There will also be ambiguity and change in the organisation and work programme as the Secretariat transitions from supporting the Committee to supporting the yet to be established Climate Change Commission (under the Zero Carbon Bill).

The Committee is looking for applicants who can thrive where there is a mix of focus and a requirement for flexibility. There are multiple positions.

Specific expertise we are looking for across these positions (for the avoidance of doubt, not all from one candidate) includes:

- Practical knowledge of mātauranga māori
- Knowledge of international environmental law, including rules relating to international emissions accounting. An understanding of international trade would be an advantage
- Knowledge of the waste sector
- High numerical reasoning
- Comfort with mathematical and statistical models and some experience with programming
- Economists with econometric skills

Successful candidate(s) will report to the Director, Interim Climate Change Committee within the Secretariat. The Secretariat support the work of the Committee (and then Commission). The Committee (and then Commission) are responsible for governance and advice to Government.

For legal purposes the Ministry for the Environment is responsible for all financial reporting, employment and general statutory compliance until the Commission is formally established. Information on the Committee's work program can be found at www.iccc.mfe.govt.nz.

Role

Senior Analysts will be expected to lead technical analysis related to aspects of emissions budgeting. This will involve navigating complex issues and developing new frameworks and approaches. They will be responsible for championing the use of evidence in analysis, and provide guidance on delivery of the Committee's objectives.

Job context

The Senior Analyst will work alongside the Committee and the Secretariat. The nature of the work requires Senior Analysts to operate with a high degree of accountability and judgement, and to be comfortable with complex science, policy and operational issues.

Senior Analysts are expected to have:

- Proven experience in managing the implementation of complex projects and programmes, managing risks and business analysis.
- Private sector or NGO experience would be an advantage
- An ability to set priorities and to achieve deadlines and project and programme outputs.
- Excellent interpersonal skills, with the ability to communicate effectively (both written and verbal), at all levels across government and public and private sector
- An academic qualification that shows a high degree of comfort with technical information and ability to focus on the detail
- Confidence and capability to facilitate group sessions with customers/users and giving presentations.

Key competencies

Deliverable	Output
Research and Analysis	
Undertake data collection, research, surveys, investigations and data analysis and draft related reports, using a range of internal and external resources Contribute to the analysis of policy, legislation, regulations and guidelines in co-operation with internal and external working parties.	Relevant supporting information is available, so that policy, programmes and operations work within the Secretariat can be evidence based
Implementation	
Contribute to the translation of advice into operational initiatives and the delivery of programmes and processes, in co-operation with internal and external working parties and in compliance with statutory and regulatory requirements.	Any recommendations on policy to reduce emissions is able to be implemented.
Administration of statutory obligations and commitments	
Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, evaluation, reporting and reviewing of specific policy recommendations, programmes and statutes, in cooperation with relevant internal stakeholders.	Requirements regarding administration, implementation, monitoring, evaluation, reporting and reviewing are met.

	Others are well supported in the development and delivery of environmental management on the ground.
General advice	
Provide advice (including peer review) to management, colleagues, government agencies, sectors, Maori interest groups and the wider public, within the context of the assigned work area.	Others can make well informed decisions.
Stakeholder/relationship management	
Initiate, develop and maintain a range of relationships and networks, both internally and externally.	Contribute to the alignment of programmes and activities across government agencies, and between external stakeholders.
Liaise with and report progress on policy and programmes to stakeholders.	The wider government's position is properly represented and stakeholders are well informed.
Project management and review	
Participate in and/or lead projects, including procurement and budget management, within the context of a defined project plan and governance arrangements.	The targets defined in the project plan are met, including financial targets, timeframes, legislative and regulatory requirements and government expectations.
Analyse requirements, evaluate feasibility and risks, develop proposals and lead the implementation of projects determining timeframe, funding and procedures.	Ongoing monitoring and review of projects is undertaken with appropriate and timely response to unforeseen and changing circumstances.
Knowledge management	
Contribute to the continuous development of the ICCC/CCC's knowledge base by sharing information and data with relevant internal stakeholders.	All information/data regarding the own expertise/policy area is made accessible for relevant internal stakeholders and meets the statutory requirements.
Organisational responsibilities	
Recognise links and contribute to the wider emissions budgets work programme	Work programmes are developed and delivered in an integrated manner.
Health and safety	
Understand and role model our Health & Safety policies and procedures, proactively identify potential hazards and take appropriate action.	Champion and comply with health and safety policies and procedures. Challenge and encourage others to apply the same standards. Don't walk past a potential hazard – take action.