



6 June 2025

[Redacted]  
[Redacted]

Dear [Redacted]

Thank you for your request made under the Official Information Act 1982 (OIA), received on 2 June 2025. You requested the following:

*...if Artificial Intelligence (narrow, reactive machines, and or limited memory AI) is used in the recruitment processes for the Graduate Policy Advisor. I would specifically like to know if it is used at what stages, eg. initial vetting. I would also like a copy of the position description.*

Artificial Intelligence is not used during the recruitment process for the Graduate Policy Advisor role.

I am releasing the job description for the Policy Advisor role, attached as **Appendix A**. Please note that the job descriptions for the Level One Policy Advisor and the Graduate Policy Advisor roles are the same.

#### **Publishing of OIA response**

We intend to publish our response to your request on Inland Revenue's website ([ird.govt.nz](http://ird.govt.nz)) as this information may be of interest to other members of the public. This letter, with your personal details removed, may be published in its entirety. Publishing responses increases the availability of information to the public and is consistent with the OIA's purpose of enabling more effective participation in the making and administration of laws and policies and promoting the accountability of officials.

Thank you again for your request.

Yours sincerely

A large grey rectangular box redacting the signature of Erina Clayton.

Erina Clayton

**Enterprise Leader, People and Workplace Services**



# Policy Advisor Kaitohutohu Kaupapa Here

Role Type: Specialist  
Business Group: Policy

**Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.**



In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## Role purpose

You will provide analysis and advice to deliver the government's economic and social agenda, enhance the tax and social policy system and champion IR's customer centric and intelligence-led culture.

## Key outcomes

- Demonstrate IR's values through your behaviours and decisions to positively contribute to the economic and social wellbeing of New Zealand.
- Provide policy analysis and advice on complex and in-depth tax and social policy issues across the IR and the wider public sector to inform quality decision making.
- Contribute to and/or lead policy development projects, working within established policy development frameworks to deliver the right outcomes for customers, IR and the government.
- Represent IR externally to engage and consult with public sector bodies and business partners to support the right government and customer outcomes.
- Work collaboratively to ensure end-to-end policy development and integration so that policy design, the law and implementation achieve intended outcomes.
- Develop depth of technical expertise and knowledge to inform the provision of high quality policy analysis and advice.
- Work collaboratively across IR and the wider public sector to understand the tax and social policy context and develop insights to inform policy development and advice.
- Develop and maintain networks across government agencies and share insights and intelligence to contribute to better public service outcomes.

### Additional for Level 2:

- Apply a system-wide view of policy issues to understand potential connections and implications to inform an appropriate approach to engagement and resolution.
- Lead end-to-end policy development and integration processes so that policy design, legislation and implementation are workable and achieve intended outcomes.

# Policy Advisor

## Kaitohutohu Kaupapa Here

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Business Group: Policy



Inland Revenue  
Te Tari Taake

- Within your area of expertise, coach and mentor others to assist capability uplift and support better policy outcomes.
- Represent IR as a recognised subject matter expert to advise and engage with stakeholders to promote IR's credibility and contribution to the wider tax and economic community.

### Additional for Level 3:

- Apply a stewardship view of the tax and social policy system to identify connections, create opportunities and inform the appropriate direction for policy development.
- Taking a system-wide view, collaborate across IR and the wider public sector to identify development opportunities and build individual and organisational capability.
- Partner with Policy Leads on technical leadership and assurance to ensure quality policy outcomes.
- Develop and maintain recognition as an expert in a relevant field of policy to support and enhance IR's effectiveness and credibility as a lead policy agency.
- Develop and enhance collaborative networks across the public and private sectors and share insights and intelligence to contribute to better public service outcomes.
- Represent IR and the Commissioner at Ministerial level and with external stakeholders to gather and respond to diverse views to achieve optimum policy outcomes.

## Specific Requirements and Capabilities

You will have the skills and knowledge to provide appropriate services to Māori customers in the spirit of the Treaty of Waitangi.

IR has a capability framework which describes the knowledge, skills, experience and attitudes needed for you to be successful in your role. The capabilities have three levels (fundamental, applied and expert). The capabilities required for this role are:

FUNDAMENTAL APPLIED EXPERT



### Business Acumen and Partnering

Effectively understand and manage interactions with external third parties, partner agencies and service providers; optimising performance, ensuring effective service integration and achieving innovation through collaboration.



### Change Management

Effectively design, plan, manage and integrate change across any organisational dimension (people, platform, policy, process and customer).



### Customer Advisory

Provide high quality information, advice and services to internal and external customers by understanding each customer and providing proactive and tailored responsiveness to their needs.

### Policy Advisor - Level 1

N/A

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### Policy Advisor - Level 2

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### Policy Advisor - Level 3

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# Policy Advisor

## Kaitohutohu Kaupapa Here

Role Type: Specialist  
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### Data Analytics and Insights

Effectively use data and information to develop insights that inform and drive high quality decision making.

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### Design and Integration

Work with internal and external customers and partners to design, deliver and integrate solutions.

N/A

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### Information and Knowledge Management

Capability to develop, manage and secure our knowledge as a key organisational asset; sourcing, capturing, securing, sharing and effectively utilising information.

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### Leadership

Capability to motivate and empower people to deliver, adapting style and approach across multiple types of leadership (people, thought, strategic, technical).

N/A

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### Policy Quality and Agility

Use legislative and policy parameters to quickly and proactively meet the needs of ministers, customers and the organisation.

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### Quality Decision Making

Capability to use the right information and insights in the right context, at the right level and pace; making effective decisions considering impacts and independencies.

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