

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Data Analyst

Business Group	Te Pou Kaupapahere Policy
Location	Wellington
Salary band	A8

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Senior Data Analyst makes a significant contribution to the maintenance and ongoing development of tertiary education data and national statistics relating to tertiary education. The role supports the Ministry's stewardship of tertiary education data through the management and improvement of Ministry datasets, a strong understanding of data collections across the tertiary sector, and the provision of high-quality data and statistics to support reporting, policy development, and decision-making by internal and external stakeholders.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Senior Data Analyst you will:

Relationship management

- Build and maintain high value, effective, and respectful relationships with key internal and external stakeholders (including colleagues at the Tertiary Education Commission, Education New Zealand, the New Zealand Qualifications Authority and Stats NZ).
- Demonstrate maturity and sensitivity towards the management of challenging or complex relationships and issues.
- As required, represent the unit and/or the Ministry in discussions with key internal and external stakeholders.

Data stewardship and management

- Oversee the creation and maintenance of the Ministry's tertiary education statistical and research datasets.
- Maintain and improve documentation and metadata for statistical information and datasets according to agreed standards and formats.
- Look for opportunities to improve the processes, practices and platforms that support the Ministry's management of tertiary education data and statistics.
- Manage the supply of tertiary education data to Stats NZ for the Integrated Data Infrastructure and the administrative Census, as well as to other agencies and international organisations as required.

Technical leadership

- Provide subject matter expertise, guidance and advice on how to best extract and make sense of the various tertiary data collections and sources.
- Provide stewardship of tertiary education Code Modules in the Integrated Data Infrastructure and advice on the development of new modules.
- Provide technical leadership and subject matter expertise in advanced data extraction and presentation techniques, in particular using SAS, Power BI, SQL, Excel and other query and presentation tools / languages as needed.

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Analysis, research and reporting

- Undertake quantitative analysis of tertiary education data as required.
- Generate reports, visualisations and other presentation material to describe analysis outputs; utilising a range of audience appropriate media to ensure effective communication and enhance understanding.
- Develop new and innovative approaches through the use of analytical and visualisation tools to the analysis of student outcomes, achievement and performance in tertiary education.

Analytical support

- Support the team to respond to tertiary education, ministerial and parliamentary information requests within required time frames, ensuring the information provided is accurate and clearly presented and legislative requirements (e.g., the Official Information Act, Public Finance Act, and Privacy Act) are met.
- Provide the Kaupapahere | Policy group with timely, accurate and relevant data to support their policy advice
- Document work in a manner which enables easy search and review and aligns with agreed standards and ensure that colleagues also document to the agreed standard.

Communication and advice

- Provide high quality, timely and robust advice to key internal and external stakeholders and high-level decision makers (including education leaders and other external stakeholders)
- Advance the dissemination of evidence and insights to key stakeholder groups through effective verbal, written and visual communication.
- Advise on complex, diverse or unpredictable issues which may create risk or have significant impact on the Ministry or its stakeholders. Escalate as appropriate.
- Ensure effective and audience appropriate communication of analytical findings and issues, examining results from a variety of perspectives.

Teamwork and team performance leadership

- Support a culture of learning and improvement by providing technical leadership, mentoring, and peer review to others in the team.
- Contribute to cross-disciplinary teams and projects, including those involving external participants when necessary.
- Provide coaching and mentoring to other team members to improve their technical skills and understanding of tertiary education data.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Degree level or higher qualification in a quantitative discipline
- Experience in the collation, analysis and interpretation of statistical data using programmable software languages. Advanced SAS and Excel skills essential.
- Experience building, maintaining, analysing and manipulating large or complex data sets.
- Highly developed problem solving, numerical, and analytical skills essential.

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- Excellent data presentation skills, including reports and visualisations utilising a range of mediums (including PowerBI) to present and describe technical information to non-technical audiences
- Proven successful experience coaching and mentoring.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Demonstrates thought leadership in complex and challenging problem-solving situations
- Ability to manage and prioritise competing demands for resources and support
- Highly developed sense of quality and the ability to ensure standards are met by colleagues and others
- Adaptability and a demonstrated capacity to operate within uncertain and fluid environments.
- Thinks analytically and critically by rapidly getting to the source of the problem and developing a range of solutions
- High levels of initiative, judgement and integrity
- Intellectual curiosity, with a drive to improve processes wherever and whenever possible
- Ability to motivate and inspire others, and add value to the wider tertiary analytical and policy division
- Works effectively with others in the team; proactively assisting and sharing knowledge and expertise
- Maintains a high level of professionalism and composure regardless of the circumstances

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing



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Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2026
Approved By	HR Advisory Team