

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Analyst, Forecasting and Modelling

Business Group	Te Pou Kōrero Digital and Data
Location	Wellington
Salary band	A9

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 Principal Analyst, Forecasting and Modelling team leads the development of robust statistical and financial models that support investment, funding, and policy decisions across the education system. Working across both early learning and schooling, this role ensures high-quality forecasts that underpin strategic and operational planning.

You'll take the lead in designing and maintaining fit-for-purpose models, coordinating responses to complex requests – particularly in relation to Budget processes, policy development, and investment decisions. You'll also provide technical leadership, support quality assurance, and drive continuous improvement within the team.

This role works closely with policy, operational, and workforce teams across the Ministry, as well as with external agencies, to ensure forecasts are accurate, credible, and aligned with system priorities.

Ngā Haepapa | Accountabilities

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

- Apply specialist expertise to deliver high-quality, fit-for-purpose advice that supports the Ministry's strategic priorities.
- Provide thought leadership and contribute to the development of analytical approaches and frameworks that inform complex decision-making.
- Collaborate with colleagues across the Ministry and other agencies to build collective understanding and ensure advice is coherent and well-informed.
- Communicate complex ideas clearly to a range of audiences, including senior leaders and Ministers.
- Exercise sound judgement in navigating ambiguity and delivering advice under pressure.
- Contribute to a culture of critical thinking, peer review, and professional excellence within the team and across the wider group.
- Support continuous improvement of systems, processes, and ways of working that enhance the Ministry's analytical capability.

As a Principal Analyst, you will:

- Lead the design, development, and delivery of robust forecast models that inform investment, funding, and policy decisions across education.
- Provide technical and strategic leadership within the Forecasting and Modelling team, supporting quality assurance, peer review, and continuous improvement.
- Deliver complex analysis and modelling that supports strategic planning, Budget processes, and operational decision-making.
- Work collaboratively with policy teams to provide costings and advice aligned with policy intent, and ensure modelling reflects system priorities.
- Contribute to the development and maintenance of modelling frameworks and methodologies that support consistent, transparent analytical practice.
- Engage with internal and external stakeholders — including Treasury and other agencies — to align modelling approaches and support cross-sector work.
- Communicate clearly with senior leaders and Ministers, providing trusted advice on forecast trends, emerging risks, and implications for policy and delivery.
- Mentor and support analysts, helping build capability across the team and the wider Ministry, and strengthening the analytical foundations that underpin strategic decision-making.

Wheako | Experience

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

- A tertiary qualification in a relevant field such as economics, statistics, finance, evaluation, or a related analytical discipline
- Experience working in or alongside government agencies, with an understanding of how policy, funding, and operational delivery interact in a public sector context
- A proven track record in developing and maintaining financial or statistical forecast models in complex environments
- Experience leading and delivering analytical work programmes or projects with strategic or organisation-wide impact
- Demonstrated ability to manage or coordinate modelling and costing work that informs policy, investment, or operational decisions

- Experience working with complex datasets and issues to support evidence-based planning or service delivery
- Confidence in communicating technical analysis to non-technical audiences, including senior leaders and decisionmakers
- Experience mentoring or supporting analysts and contributing to team capability development
- Demonstrated ability to engage with a range of stakeholders to align modelling work with strategic priorities and policy goals

Ngā Āheinga | Capabilities

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

- Ability to lead, coordinate, and commission analysis that informs policy and investment decisions
- Strong critical thinking, with the ability to interpret complex data and draw clear insights
- Skilled in presenting technical information to non-technical audiences
- Confidence applying modelling and forecasting techniques in public sector contexts
- Strong written communication and report writing skills
- Proficiency in analytical and reporting tools, including Excel, SQL, SAS and/or R, to manipulate, analyse, model, and visualise data.
- Effective stakeholder engagement and relationship management
- A continuous improvement mindset, with comfort navigating ambiguity and complexity
- Cultural capability and awareness, including commitment to Te Tiriti o Waitangi and equity outcomes

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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

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	23 October 2026
Approved By	HR Advisory