



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Analyst, Evaluation & Research

Business Group	Te Pae Aronui
Location	Wellington
Salary band	A6

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 Analyst, Evaluation & Research, supports the E&R Manager and the Principals in the team in building evaluation capability across Data & Insights and the Ministry, as well as aligning work across the Ministry to ensure the Ministry's educational priorities fulfil government objectives and meet the needs of key stakeholders.

The Analyst contributes to the promotion of effective use of evidence by providing high quality advice so that the Ministry, early learning providers, schools, education professionals, parents, whānau, learners and communities can put their efforts in the right place, in the right way, at the right time, to enable learners to succeed.



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The Evaluation & Research (E&R) Team performs a strategic function as the Ministry of Education's centre of expertise for evaluation – helping decision-makers to determine what works, why, and for whom. The team guides best practice and sets standardised approaches to research and evaluation to support better investment decisions for educational outcomes.

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 Analyst, Evaluation & Research you will:

- Contribute to shaping the research and evaluation agenda across the Ministry as a whole
- Support complex research and evaluations that forwards our understanding of the Education Sector
- Contribute to policy and implementation to shape and deliver a programme of timely, high-quality and strategic evaluation within the organisation which supports the Ministry's medium-term priorities and is relevant to the Ministry's strategic goals
- Contribute to the development and implementation of the Ministry-wide research and evaluation strategy
- Advise on innovative ways to improve the communication and translation of data and evidence to strengthen policy and decision-making
- Support managing the development, implementation and maintenance of frameworks and methodologies, quality assurance processes and professional practice models across the Ministry that contribute to a standard policy and research system and work practice
- Support growth in capability of team members to enable staff to respond to changing client expectations and to take on cross-team roles and tasks within the Data & Insights group.
- Support the implementation of the Ministry-wide evaluation standards and guidelines and embedding of evaluation processes into BAU
- Contributes to evaluation communities of practice and evaluation champions across and outside government to improve evaluation capability
- Support research and evaluation associated with specific educational policies, programmes and practices
- Provide advice in identifying relevant issues and information in response to strategic policy and operational needs



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- Prepare information and written communications for the purposes of Ministerial servicing
- Provide information, guidance and analytical support to relevant internal staff, including those in policy and operational teams
- Ensure that legislative requirements (Official Information Act, Public Finance Act, Privacy Act) are met
- As required, provide information from the Group's databases to support analysis and monitoring work through ad hoc reporting
- Translation of statistical data into usable information and performance indicators for formal measurement of achievement for necessary interventions
- Communication and presentation of data and information for use by the Minister, Ministry staff and the sector.

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:

- Tertiary qualification in research, social science, economics, public policy or related discipline
- Post-graduate qualification in evaluation or relevant discipline preferred
- Excellent written skills including negotiation and facilitation skills and experience communicating technical information to a non-technical audience
- Knowledge and understanding of relevant professional research and evaluation codes and standards and the ethical issues involved in releasing sensitive information into the public arena
- Experience working in government is an advantage.

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
- Strong relationship management skills
- Has ability to work alongside peers to ensure the delivery of written material and response to requests
- Integrity, initiative and Commitment to quality and excellent service
- Adaptable and capacity to cope with a rapidly changing environment.



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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

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	November 2025
Approved By	HR Advisory Team