

Job Description



Te Tāhuhu o
te Mātauranga
Ministry of Education

Technical Analyst

Business Group	Te Poutāhū Curriculum Centre
Location	Wellington
Delegations	Nil
Direct reports	Nil
Reports to	Technical Programme Manager
Salary band	A7

What we do

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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

Te Poutāhū | Curriculum Centre

The Curriculum Centre Group provides expertise and partnership for the New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki.

The Group leads the national curricula for Aotearoa New Zealand and associated systems and processes of assessment and aromatawai.

The Group designs, develops and provides curriculum services for teachers, kaiako, leaders, ākonga, their whānau and communities that reflect their identities, languages and cultures, bringing together curriculum, teaching expertise and evidence for the development, support and review of inclusive curricula, assessment and NCEA.

Our strengths are across te reo Māori, mātauranga Māori, disability, inclusive learning support and culturally relevant content so that Te Mahau supports learning that is inclusive for all ākonga.

Role Purpose

As a Technical Analyst you will play a key role in turning data and system insights into meaningful guidance that supports high-quality decision-making. This role sits at the intersection of technical analysis, problem-solving, and stakeholder collaboration, uniting the latest curriculum with assessment.

You will lead and contribute to the analysis of business needs, system behaviour, and data trends, converting complex information into clear, actionable recommendations. Working closely with developers, testers, product teams and business leaders, you'll support the design and delivery of practical solutions that respond to current and emerging challenges across the education sector.

You will be responsible for creating robust documentation, identifying risks and mitigation strategies, supporting change initiatives, and ensuring compliance requirements are reflected in system design and data use.

Role Accountabilities

As a Specialist, 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 Technical Analyst, this role is accountable for:

- Deliver meaningful recommendations to convert data into insights and trends.
- Analyse and document system workflows, use cases, and sequence diagrams.
- Create clear and accurate technical specifications, business requirements, and process documentation.
- Incorporate compliance requirements into system and data analysis.

- Identify risks and propose well-reasoned mitigation strategies.
- Troubleshoot complex technical and business issues.
- Use evidence and data to support decisions.
- Translate business problems and technical concepts into clear outcomes.
- Work collaboratively with developers, testers, product teams, and business leaders.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

- Curriculums and assessment
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Using analytical tools such as Excel and Power BI.
- Working with office applications or assessment tools, including understanding real-world user contexts (e.g., schools, classrooms, administration environments).
- Supporting change initiatives, including user acceptance testing (UAT).
- Managing small workstreams or coordinating technical activities.
- Have 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.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected, and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

Approvals

Date Reviewed and Approved	13 April 2026
Approved By	HR Advisory