



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Analyst, Forecasting and Modelling

Business Group	Te Pou Kōrero   Digital and Data
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 ū 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 Forecasting & Modelling team is responsible for forecasting and modelling to support the Ministry's Early Learning and Schooling policy and operational functions, including budget setting and monitoring for key expenditure areas.

The team works across the organisation to promote the effective use of evidence by delivering high quality forecasts, policy costings, calculations and scenarios. This enables the organisation to design and implement policy and helps ensure the education sector is appropriately funded.

As an Analyst, you will deliver analysis, modelling, forecasting, and reporting across significant funding streams. You will maintain and improve forecast models, refresh assumptions, explain movements in forecasts over time, and produce clear documentation and quality assurance.



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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 an Analyst, Forecasting & Modelling you will:**

- Support development and quality assurance of expenditure forecasts and roll projections.
- Provide clear explanations of trends and forecast variances, including drivers of movement between forecast rounds.
- Support calculation and project management for funding rate setting.
- Develop and maintain models and methodologies to assess financial and non-financial impacts of policy initiatives
- Advise stakeholders on model use, including sensitivities, limitations and risks associated with results
- Maintain audit-ready documentation and approvals for analytical outputs, in line with agreed quality assurance and sign-off standards
- Maintain effective working relationships with operational and policy teams to understand policy intent and operational impact on the education sector.
- Provide data, guidance and analytical support to relevant internal staff.
- Prepare information and written communications for Ministerial servicing
- Support responses to external data or information requests.

### Wheako | Experience

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

- A relevant tertiary qualification in a quantitative discipline (statistics, data science, mathematics, economics, or similar).
- Demonstrated analytical and problem-solving capability, applying quantitative reasoning to practical questions (e.g. interpreting movements, testing assumptions, identifying drivers).
- Experience working with large and/or complex datasets, including extracting, cleaning, transforming and analysing data to produce reliable outputs.



## Ngā Kōrero e pā ana ki te Tūranga **Job Description**

### Ngā Āheinga | Capabilities

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

- Proficiency with common business applications, including Excel, and experience using analytical and data/query tools (e.g., R, SQL, SAS) to extract, analyse, and report on data.
- Excellent written and verbal communications skills, including the ability to present technical information to non-technical audiences.
- Ability to solve analytical problems, including developing practical solutions to novel and complex questions.
- Ability to navigate situations effectively under pressure and ambiguity, and to manage competing priorities and deadlines.
- Ability to build and maintain positive working relationships with key stakeholders and work effectively as part of a team.
- A good understanding of the Ministry's Policy and service delivery environment, structures and ways of working
- Sound judgement and discretion when working with sensitive or confidential information, including privacy and ethical considerations.

### 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, 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



## Ngā Kōrero e pā ana ki te Tūranga

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Date Reviewed and Approved	February 2026
Approved By	HR Advisory