



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst, Data and Reporting

Business Group	School Property
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 āiane, 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 Analyst, Data and Reporting role sits within the Data and Reporting team in the Strategy, Investment and Planning Group of School Property.

The Senior Analyst, Data and Reporting will lead data improvement activities in relation to existing systems, and act as a subject matter expert for the development of new systems and processes to ensure data integrity is maintained. They will also build relationships with School Property teams and work collaboratively to build capabilities in analysis, performance measurement and reporting.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 a Senior Analyst you will:

- Support better value and great efficiency through the identification and elimination of unnecessary complexity within systems and processes.
- Drive the establishment of data and reporting process documentation. Following best practice and having it loaded on a central platform.
- Provide timely, quality advice and support on innovation and continuous improvement initiatives with a strong focus on reviewing and improving systems and processes that drive data excellence and system efficiency.
- Lead aspects of the development of new processes and systems to allow implementation of new functionality.
- Ensure current improvements align with future state.
- Support the oversight and tracking of key portfolio and programme deliverables including performance against cost, time, quality, scope, risk and benefits, at regular, ad-hoc and formal gated reviews.
- Provide input into the development of management dashboards, and delivery plans, and undertake maintenance activities including data wrangling and analysis.
- Build relationships with key stakeholders to support outcomes and develop data and reporting across the organisation
- Provide timely, quality advice and support on the development and implementation of internal process management initiatives and standardisation. Research best practice and industry trends.
- Be a centre of excellence for templates, systems and processes.
- Training and coaching of Analysts on best practice and continuous improvement initiatives.
- Provide mentoring and coaching to other team members

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

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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.
- Experience in leading data collection, improving data quality and managing data projects.
- Experience in summarising, analysing, and visualising information for a variety of audiences
- Experience or an understanding of construction projects or asset management.
- Ability to communicate specialist and technical information clearly and in a format appropriate for its audience.
- Ability to engage well with internal stakeholders to confirm requirements and keep informed of solutions / analytical outputs

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.
- Advanced skill in Excel alongside high proficiency in PowerBI (or similar), Word and PowerPoint
- Ability to review and analyse information and test assumptions
- Ability to manage time effectively

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



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	March 2026
Approved By	HR Advisory team