

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst, Planning

Business Group	School Property
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 āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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 hāpori, 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, Planning role sits within the Business Improvement team of School Property. The Senior Analyst will be a champion for data collection and analysis for school site due diligence.

As part of this role, the Senior Analyst will coordinate with different internal and external experts on site data. This includes engineering data such as Geotech, civil, infrastructure, electrical and traffic as well as critical public data such as natural hazards, ecology, urban environment etc. The Senior Analyst will be responsible for analysing and interpreting this data into information that provides a clear risk profile for school campus development and planning. This information will also form the foundation for investment decision and delivery planning.

It is important that the Senior Analyst sees themselves as a team player who backs themselves and others to succeed. They will work closely to support the planners to provide school planning outputs and investment decisions.

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 the Senior Analyst, Planning you will:

- Undertake complex site due diligence using subject matter expert reports, assessments, public information, databases, and GIS. This includes but not limited to Geotech, civil, infrastructure, hazard reports.
- Lead the preparation and coordination of planning reports and outputs, ensuring high-quality information and effective stakeholder briefing.
- Provide in-depth site analysis to support planners, including constraints, risks, and investment opportunities.
- Support option assessment against investment objectives by supplying clear data and evidence for decision-making.
- Providing clear and accurate asset and project data outputs as a part of the planning process.
- Develop robust document templates and tools to ensure consistent due diligence and risk assessment for school site development.
- Lead review processes and document learnings to drive continuous improvement and customer-centric service delivery.
- Provide advice to various parts of the Ministry on opportunities to use data reporting technology and automation to replace manual processes.
- Establish feedback loops to continually improve data quality, automation, and production speed.
- Provide evidence and data to inform strategic decision-making.
- Build strong relationships with external consultants (engineers, architects, condition assessors, etc.) to ensure consistent reporting formats and due diligence outputs.
- Mentor and coach members of the Business Improvement team to develop efficient and effective due diligence process.

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.
- At least 5 year experience in site/ property analysis and development feasibility.
- Experience in understanding key infrastructure, construction, and property development risk.
- Experience in strategic decision making for complex site developments.
- Thorough understanding of NZ building policy and regulatory environment including RMA and NZBC.
- Experience in complex problem solving through good analytical skills and the ability to integrate a range of stakeholders both within and outside of the Ministry.

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 project and programme-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Enjoys and thrives on working collaboratively and across teams and groups
- Strong property development and planning skills
- Ability to review and analyse information and test assumptions
- Identify and manage risk
- Ability to manage time effectively



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	March 2026
Approved By	HR Advisory Team