



## Charter School Agency Te Tari Kura Hourua

# Principal Analyst

Business Group	Charter School Agency
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 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

Charter schools | kura hourua offer more choice and flexibility in what is taught and how it is taught, as long as children are safe, attending school and achieving. The Charter School Agency is a departmental agency established on 1 July 2024 to implement and operate the new charter school model, including negotiating, managing contracts, and delivering funding. The Charter School Agency supports the Authorisation Board to approve charter schools, monitor their performance and hold them to account.

## Tēnei Tūranga | About the role

The Principal Analyst ensures that the team takes a strategic approach to creating value from data. Building on the use of the Integrated Data Infrastructure (IDI) and using machine learning, modelling, and rapid code development, the Principal Analyst will drive innovative and effective approaches to the use of data to enable the Agency and Authorisation Board to monitor charter school performance es and support the Charter School Agency to make business decisions.

The Principal Analyst will also work with a wide range of staff across the Charter School Agency, the Ministry and government agencies to develop and drive the Agency's work and contribute to interagency goals. They will represent the Agency in strategic discussions on critical issues.

The Principal Analyst will also be able to perform, and quality assure statistical analysis. The role is required to work collaboratively across the Charter School Agency, the Ministry and external stakeholders (other

government agencies, sector organisations and the wider educational community) to unlock the potential of the deep stock of data and information held centrally.

This position will also have a responsibility to collect, organise, analyse, and interpret data about the performance of individual charter schools, to provide insights about the operation of charter schools and lessons for the wider educational system.

This role requires a high level of communication and organisation. The Principal Analyst will need to be able to translate complex technical data and jargon into clear, understandable language for non-technical stakeholders.

## Ngā Haepapa | Accountabilities

### As a Specialist within the Charter School Agency, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform policy and 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 Charter School Agency.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and activities within the current data systems 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 data analysis, proactively sharing knowledge and expertise within the Charter School Agency and the Ministry of Education.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for the Charter School Agency.

### As the Principal Analyst, you will:

#### Analysis, Research and Evaluation

- Act as an intellectual leader for foreseeing, designing and initiating new and complex areas of analytical work, or opportunities to enhance existing work across the Agency.
- Work collaboratively to unlock the full potential of the Charter School Agency's and the Ministry of Education's deep stock of data, analysis and comparative educational research, to compile and interpret the range of information and evidence and develop stories of interest to stakeholders which place the evidence in context.
- Proactively identify new insights from existing data and analysis, foresee opportunities and medium-term trends.
- Contribute to developing measurement frameworks and methodologies to monitor the performance and impact of charter schools.
- Represent the Charter School Agency at senior leadership and government meetings.
- Proactively build strong working relationships with managers and senior staff in the Agency and across the Ministry. Building proactive professional relationships with these externals is also critical:
  - Representatives of other government and international agencies, research institutions, independent researchers and evaluators, and other government agencies.
  - Schools and other educational institutions, sector organisations, professional bodies and other individuals and agencies.

- Maintain an understanding of relevant education sector issues, Ministry priorities, the Ministry's Treaty of Waitangi Policy Statement, policy debates and the policy work programme to shape the focus of the team's work programme.

### **Analytical Support**

- Undertake the collection, management, analysis and visualisation of the Charter School Agency's data, as well as data collected across the education sector.
- Maintain documentation about how data is used, including business rules, methodologies, definitions and assumptions.
- Prepare information and written communications for the purposes of Authorisation Board reporting and Ministerial servicing.
- Provide analytical guidance to internal staff.
- Ensure that legislative requirements (Official Information Act, Public Finance Act, Privacy Act) are met.

### **Information Provision**

- 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 Authorisation Board, Minister, Ministry staff and the sector.

### **Ministerial Servicing**

- Where required, provide input into Ministerial correspondence (ministerial office requests, draft replies, parliamentary questions, Official Information Act requests), ensuring that the required information is clear, concise, accurate and timely.
- Maintain awareness of the political sensitivity of financial and other information handled and produced by the team and apply this effectively.

## **Wheako | Experience**

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

### **Essential**

- Experience of using best practice approaches to design processes for, and implement the collection, management, analysis of data and information.
- Experience in developing measurement frameworks and methodologies to monitor performance, ideally in the education sector.
- Advanced technical skills using computer programming (e.g. MS Excel, R-studio, Power BI, Stata, SQL) to collect, manage, analyse, and visualise data.
- Experience and confidence in communicating and presenting data for multiple audiences.
- Relevant tertiary qualification in a relevant field (post-graduate preferred) or equivalent level of practical experience required.

### **Desired**

- An understanding of using statistics and statistical modelling (e.g. regression modelling) to summarise and analyse data.
- An understanding of Machinery of Government, public sector delivery structures and systems

- An understanding of the Treaty of Waitangi and its implications for the education sector

## Ngā Āheinga | Capabilities

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

- Ability to develop, manipulate and interpret statistical models.
- Knowledge and experience with forecasting, statistical and modelling techniques.
- Experience in the analysis of financial and non-fiscal statistical data
- Experience using the Statistics NZ Integrated Data Infrastructure (IDI) is an advantage
- Analytical Report writing.
- Excellent communication skills – including written and oral presentation of technical information to a non-technical audience.
- Strong relationship management skills.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes
- Experience in supporting people across building relationships and partnerships to achieve shared outcomes
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	April 2026
Approved By	HR Advisory