

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Principal Research Analyst

Business Group	Te Pou Kaupapahere   Policy
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

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 Principal Research Analyst operates as a subject matter expert and source of advice on the development, interpretation and analysis of tertiary education research..

The Principal Research Analyst makes a significant contribution to the Ministry's analysis and reporting on tertiary education outcomes, performance, research and quality. This supports and informs the development of tertiary education policy to support Government goals for tertiary education.

## 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 Principal Research Analyst, you will:

##### Technical leadership:

- Provide technical leadership and subject matter expertise
- Demonstrate thought leadership in complex and challenging problem-solving situations.
- Champion and proactively drive improvements in research and analytical methodologies
- Provide subject matter expertise, guidance and advice to policy and analytical managers and staff on the development, interpretation and analysis of tertiary education research.
- Undertake and communicate high value quantitative research applicable to the New Zealand and international tertiary education sector.

##### Strategic focus:

- Contribute to the development of the team's work programme and strategic priorities.
- Identify and leverage research and analysis related opportunities to better position the team and the Ministry for the future.
- Identify and develop new and innovative analytical approaches designed to advance understanding of tertiary education in New Zealand.
- Maintain an understanding of relevant sector issues, policy debates and the policy work programme in order to determine and prioritise strategic analysis requirements to support development of the teams work programme
- Maintain a comprehensive understanding of international trends, issues and debates; applying this knowledge to strategic planning, analysis and review.

##### Analysis, research and reporting:

- Develop new and innovative approaches to the analysis of education outcomes, research, resourcing and quality in tertiary education, including exploration and adoption of new insights and statistical and research methods.
- Undertake robust quantitative statistical and trend analysis on a range of data sources to answer specific and complex research or policy questions.
- Report on comparisons between the New Zealand tertiary education sector and tertiary education in comparable countries .

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### Communication and advice:

- Provide high quality, timely and robust advice to key internal and external stakeholders and high-level decision makers (including education leaders and Ministers).
- Lead and advance the dissemination of evidence and insights to key stakeholder groups through effective verbal and written communication.
- Collaborate with communications and media staff, policy and research managers, and other key decision-makers to provide robust and clear high-quality advice to Government and other key tertiary education sector stakeholders.
- Advise on complex, diverse or unpredictable issues which may create risk or have significant impact on the Ministry or its stakeholders (including to the Minister as required).
- Lead and contribute to the drafting of responses Ministerial and parliamentary information requests within agreed timeframes.

### Relationship management:

- Build and maintain high value, effective, and respectful relationships with key internal and external stakeholders.
- Demonstrate maturity and sensitivity towards the management of challenging or complex relationships and issues.
- As required, represent the unit and/or the Ministry in discussions with key internal and external stakeholders

### Teamwork and team performance leadership:

- Take a lead role in creating and maintaining a culture of learning and ongoing improvement, by providing technical leadership, mentoring, and peer-review to others in the team.
- Provide coaching and mentoring to build analyst capability and support and guide best practice research and analysis across the Ministry.
- Lead and participate in, cross-disciplinary teams and projects, including those involving external participants when necessary.

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

## 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.
- Successfully delivered high quality social research using advanced quantitative methodologies
- Extensive experience in the analysis and interpretation of statistical data using programmable software languages. A knowledge of SAS is advantageous.
- Comprehensive understanding of research principles and practices, including ability to formulate research questions relevant to a policy context.
- Highly developed problem solving, numerical, and analytical skills.
- Excellent written and oral communication skills, including experience writing analytical reports and utilising a range of mediums to present and describe technical information to non technical people

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Advanced understanding of the Ministry and government environment that analysts work in. In particular understanding of sensitivities of the results of data analysis for all parts of the Ministry.
- Experience coaching and mentoring more junior and less experienced team members

## 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.
- A commitment to ongoing personal and professional development.
- Ability to manage and prioritise competing demands for resources and support.
- Adaptability and a demonstrated capacity to operate within uncertain and fluid environments.
- Ability to motivate and inspire others, and add value to the wider tertiary analytical and policy division.
- High levels of initiative, judgement and integrity
- Intellectual curiosity, with a drive to improve processes wherever and whenever possible
- Works effectively with others in the team; proactively assisting and sharing knowledge and expertise
- Maintains a high level of professionalism regardless of the circumstances
- Thinks analytically and critically by rapidly getting to the source of the problem and developing a range of solutions
- Encourages feedback on own performance and demonstrates high self-awareness
- Demonstrates thought leadership in complex and challenging problem-solving situations

## Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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



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# Job Description

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	May 2026
Approved By	HR Advisory Team