



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Cost Analyst

Business Group	Te Pou Rangatōpū Corporate
Location	Flexible
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 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 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 Cost Analyst applies their advanced technical expertise and leadership skills in developing and delivering the strategic direction of the Cost Management Initiative (CMI). This includes working closely with internal customers and suppliers for the continued delivery and success of CMI delivering high quality data driven insights.

The role is responsible for the day-to-day oversight and delivery of high-quality data for CMI, it drives progress towards a greater level of 'intelligence' related to our financial data metrics for Ministry-led capital construction projects. The primary outcome is the ability to benchmark school building construction costs and understand the trends across the Capital Works Programme.

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The CMI employs a standardised approach to capture, monitor and analyse cost management data from Capital Works construction projects. This role has a critical function in capturing cost information that will be used to inform project risks, design quality, benchmarking for business case development and other analytics that will benefit the Ministry and wider construction industry.

The role connects closely with other specialists and advisors to support the overall data quality and insights of procurement systems and outcomes.

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 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 Cost Analyst, you will:

- Responsible for the Cost Management Initiative, data and dashboards.
- Drives a sustainable cost management approach that captures key project construction cost data to inform business cases and understand benchmark costs across regions, project types and services.
- Manage a seconded third-party cost management company to implement the desired cost management approach.
- Provide timely insight, advice and data input into end-to-end procurement processes and informing future investment decisions.
- Support and improve the Ministry's cost management capability, in terms of data management and guidance to the business.
- Manage the construction cost databases, processes. Understand and use this data as intelligence to help inform the business
- Deliver accurate, timely and well-presented quantitative and qualitative responses to information requests. Work with our Ministry colleagues to inform qualitative responses.
- Develop the team's ability to capture, analyse and use data to drive decision making and continuous improvement across the procurement, business and budgets
- Manage the receipt and processing of construction cost information across all Capital Works projects.
- Provide periodic reporting and trend analysis against key information.
- Assist with asset management software (K2/Helios, Procurement systems) data management functions as required.

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- Ensure that all appropriate processes, procedures, standards and guidelines are adhered to and adapted as necessary.
- Support Capital Works Procurement and Delivery with analysis that drives more beneficial Capital Works project outcomes.
- Make recommendations on the introduction of new tools and technologies for data collection, quality assurance and reporting

Project Management

- Establish core requirements for standardised cost management and reporting through collaboratively with external and internal stakeholders to establish.
- Lead / undertake / effectively participate in the on-going management of team or cross disciplinary projects
- Develop and lead the strategic direction of CMI across the Ministry and sector.
- Ensure external stakeholders meet key milestone timeframes as outlined in agreed delivery approach.

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:

- Building trust and buy in from key customers through adept relationship management and partnerships
- Experience in a complex organisation and building relationship with senior staff to achieve business outcomes.
- A construction cost management background with at least 3 years industry experience.
- Experience in leading data collection, data quality and data reporting projects.
- Experience prioritising work and managing ongoing expectations within agreed timeframes.
- Experience leading and delivering a key initiative or project.
- Experience as a Quantity Surveyor and a member of NZIQS is desired.

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 to convey specialist and technical information clearly and logically and in the most appropriate format for the audience.
- A commitment to ongoing personal and professional development.
- A strong understanding of construction terminology and processes

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- Extensive knowledge of good database management principles. In particular, with quality assurance checking and validation required when addressing known quality issues with data.
- Excellent relationship management skills that expertly guide internal customers in terms of discussing and confirming requirements, providing timely and accurate advice on what is possible and responding to requests.
- A basic understanding of procurement and public sector terminology and processes.
- Extensive knowledge of best practice in collection of statistical data
- Highly proficient in the use of Microsoft Excel
- Experience developing and maintaining PowerBI dashboards.
- Ability to prioritise in an environment where workloads can escalate quickly.
- A strong attention to detail with the ability to review and amend financial information.
- Ability to use technology effectively as part of daily tasks.
- Honest & Courageous - deliver the hard messages to advance the longer-term best interests of customers
- Curious - show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for purpose decisions
- Self-aware & agile - leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.
- Resilient - show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.

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



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Date Reviewed and Approved	March 2025
Approved By	HR Advisory Team