



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Analyst (Research)

Business Group	Te Pae Aronui
Location	Wellington
Salary band	A9

Working in the Public Service | Mahi i roto i te Ratonga Tūmatanui

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.

You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

What we do for Aotearoa New Zealand | To Mātou Aronga

At Ministry of Education | Te Tāhuhu o te Mātauranga, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***We shape an education system that delivers excellent and equitable outcomes
He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga***

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.

About the role | Tēnei Tūranga

The Principal Analyst ensures thoughtful analysis, reporting and dissemination of national and international evidence gained from large studies operated by the Educational Measurement and Assessment Team.

The Principal Analyst understands the development and data collection processes used in International Large-Scale Assessments (such as PISA, PIRLS, TIMSS and TALIS) and are able to lead and/or support others in operating these projects.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

The Principal Analyst is able to lead, advise and mentor on technical aspects of educational measurement and assessment, including sampling, item response theory and analytical and modelling techniques to go beyond surface level insights.

They build and maintain strong internal and external networks, including with international partners, that facilitates engagement with evidence arising from large studies.

Dissemination includes written and live presentation to audiences such as Ministers, senior management, ministry colleagues, education researchers, principals and teachers.

Accountabilities | Ngā Haepapa

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Be available to lead and contribute to uplift of staff capacity or processes of the Data and Insights group. For instance, leading a project or initiative at the request of the General Manager or Data and Insights leadership team.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.

As the Principal Analyst you will:

- Lead and support operation of large studies in all aspects of the project cycle. This can be by directly leading a study and/or supporting and developing other team mates leading a study.
- Use data from large national and international studies to develop evidence and insights about New Zealand's educational performance that can support policy and investment decisions.
- Build and maintain strong internal networks across the ministry, in particular with data and insights, policy and curriculum centre colleagues. Externally you will work with international partners such as OECD and IEA, International colleagues in similar roles around the world, researchers, academics and other ministries with an interest in this evidence e.g. Treasury, Te Puni Kokiri.
- Lead communication and engagement with internal and external stakeholders to ensure evidence is accessible and understood well by decision-makers and funders.

Experience | Wheako

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

- A tertiary qualification or equivalent experience in research, project management or analytical related discipline.
- At least five years' experience operating and reporting from large-scale national international studies such as PISA, PIRLS, TIMSS, TALIS.
- Experience in any of the following areas: system performance, policy development, social investment, academic research.
- A track record of effective stakeholder management and impactful dissemination of evidence to non-technical audiences, both written and live.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Strong networks within the New Zealand education sector and international educational assessment communities is an advantage.
- Demonstration of previous high performance in any field (eg, career, music, sport, business...)

Capabilities | Ngā Āheinga

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.
- Resilience and ability to deliver under pressure.

Our Cultural Competency | Tātai Pou

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.

Approvals | Ngā Whakaaetanga

Date Reviewed and Approved	Aug 2025
Approved By	HR Advisory Team