

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Remuneration Analyst

Business Group	Te Puna Rangatōpū   Corporate
Location	Wellington
Salary band	A8

### 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 Senior Remuneration Analyst plays a critical role in shaping and maintaining the Ministry's remuneration strategy and frameworks.

This role supports the Remuneration and Performance Lead o deliver robust, equitable, and transparent remuneration practices that align with organisational goals, public sector standards, and legislative requirements.

## 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 Remuneration Analyst, you will:

- Support the Remuneration and Performance Lead in the design, implementation, and continuous improvement of remuneration and performance frameworks.
- Provide expert advice on remuneration matters, including job evaluation, market benchmarking, and pay equity.
- Support the development and implementation of remuneration frameworks and policies.
- Conduct detailed analysis and modelling to support remuneration and performance decisions, including forecasting, scenario planning, and reporting.
- Monitor internal and external remuneration trends and provide insights to inform strategic planning.
- Coordinate and conduct job evaluations using approved methodologies, ensuring consistency and documentation.
- Maintain benchmarking data and support external market comparisons.
- Assist in the development of performance tools, resources, and training materials.
- Support the implementation and monitoring of performance processes, including data collection and reporting.
- Provide guidance to HR and managers on remuneration processes and policies.
- Respond to remuneration-related queries and support change initiatives.
- Demonstrate developing competency in Māori Crown relations and contribute to equitable outcomes for Māori through remuneration practices.

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

### Wheako | Experience

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

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

- A tertiary qualification in Human Resources, Business, Economics, or a related field.
- Certification in job evaluation methodologies (desirable).
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience in remuneration analysis, ideally within the public sector or a large complex organisation.
- Familiarity with job evaluation methodologies and remuneration benchmarking tools.

## 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.
- A commitment to ongoing personal and professional development.
- High level of integrity and discretion.
- Strong analytical and data interpretation skills, with advanced Excel capability.
- Understanding of employment legislation, pay equity, and public sector remuneration frameworks.
- Excellent communication and stakeholder engagement skills.
- Ability to manage multiple priorities and deliver high-quality outputs under pressure.

## 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

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## 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	August 2025
Approved By	Megan Hunt