



Ngā Kōrero e pā ana ki te Tūranga Job Description

Analyst, Evidence Synthesis and Reporting

Business Group	Te Pae Aronui
Location	Wellington
Salary band	A6

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 ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ū 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 Evidence, Synthesis and Reporting team are responsible for the regular release of education sector statistics, particularly for early learning, schooling and the transition to tertiary. This includes the public release of data tables and written reports.

The Analyst will support the Ministry with data analysis and reporting to ensure that our public facing statistics are high quality and are presented in a way which is clear and understandable to a wide range of people.

As well as making important statistics publicly available, the analysis that the Analyst produces will help inform investment decisions and ultimately improve student wellbeing and outcomes.



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Ngā Haepapa | Accountabilities

As an Analyst 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.
- Contribute to the resolution of issues, identifying risks and proposing 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 for current and future challenges.
- Build capability in others through quality assurance, peer review, and proactively sharing knowledge and expertise.
- Share specialist knowledge across the organisation and with stakeholders, and when appropriate, working with others to inform operational level decision making.

As an Analyst in the Evidence, Synthesis and Reporting team you will:

Team and Manager support and contribution

- Actively participate as a member of the team in ways to add value to the role, to the functioning of the Evidence, Synthesis and Reporting team, and to the wider Data and Insights group
- Support a collaborative, customer centric and co-ordinated approach to how the team works to make the information meaningful for end users and communicate it in context
- Undertake special tasks/projects as required by the Manager Evidence Synthesis & Reporting

Data Analysis

- Extract data and undertake statistical analysis and interpretation of trends in the data using quantitative analytical techniques
- Use statistical tools and techniques to undertake analysis and synthesis of information to understand parts of the narrative on priority areas of education achievement and system performance.
- Undertake the quantitative analytics required to ensure new and existing education indicators are robust, customer-focused and fit-for-purpose

Reporting

- Collaborate with the subject matter areas across the Ministry (and in other agencies as required) to ensure the story of the data and trends are clear, the meaning and implications are understood, and issues of interpretation are managed and resolved in conjunction with senior members of the team
- Compile reports and support the compilation of all other artefacts such as briefing notes to the Minister, ensuring the information is of high quality, that the release of evidence and knowledge is carefully coordinated and that all key stakeholders are appropriately briefed
- Contribute to the development of communications strategies and core media materials to accompany releases (e.g. media releases and media briefings).
- Support stakeholders across the Ministry, as a data subject matter expert in areas of the education system, on how to interpret and use education data.

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



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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Tertiary qualification in statistics, economics, social science or related discipline, preferably to post graduate level.

Wheako | Experience

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

- Experience working with manipulating, summarising and analysing large quantitative datasets using database products and programming languages such as SQL, SAS or R.

Ngā Āheinga | Capabilities

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

- Ability to communicate to a range of audiences, with skills in translating complex data into plain language for a broad range of stakeholders.
- Excellent interpersonal and communication skills, both written and oral.
- Demonstrated strong problem solving, numeracy and analytical skills, able to see innovative solutions to technical problems
- Ability to build and maintain positive working relationships with a wide range of stakeholders
- Excel to an intermediate or advanced level.
- Computer literacy including strong competency in MS Word, Outlook and other tools in the Microsoft suite.

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.



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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	November 2025
Approved By	HR Advisory Team