

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst

Business Group	Te Puna Ohumahi Mātauranga Education Workforce
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 Analyst, reporting to the Analysis and Insights Manager, is required to undertake complex analysis to support an improved understanding of the Education sector. This role is familiar with data techniques and finding innovative ways to improve the translation of data and evidence as well as explaining and communicating the detail behind data to a user or stakeholder. The Senior Analyst works with internal clients to undertake analysis, research, and evaluation to advance the understanding of our Education Workforce. Your work will contribute to solutions aimed at identifying issues and addressing needs and contributing to evidenced based solutions for the wider Education Workforce

This work contributes to increased evaluative and data analysis capability and promotes the effective use of evidence by delivering high quality research, evaluation, monitoring and providing high quality advice so that the Ministry, early learning providers, schools, education professionals, parents, learners and communities are able to meet their workforce needs.

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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 Senior Analyst you will:

- Produce analysis and information to support responses to official information requests.
- Translation of statistical data into usable information and performance indicators for formal measurement of achievement for necessary interventions.
- Assist in the development of analytical frameworks, processes and quantitative models to describe the factors that influence various educational outcomes and use these to model these factors into the future
- Proactively build strong working relationships with managers and senior staff in Education Workforce, other key stakeholders across the Ministry. Building proactive professional relationships with these externals is also critical:
 - Representatives of other government and international agencies, research institutions, independent researchers and evaluators, and other government agencies.
 - Schools and other educational institutions, sector organisations, professional bodies and other individuals and agencies.
- Maintain an understanding of relevant education sector issues,
- Ministry priorities, the Ministry's Treaty of Waitangi Policy
- Provide analytical guidance to relevant internal staff, including those in policy and operational teams.
- Ensure that legislative requirements (Official Information Act, Public Finance Act, Privacy Act) are met.
- As required, provide information from the Ministry's databases to support analysis and monitoring work through ad hoc reporting.
- Help build a strong IDI knowledge in A&I by mentoring and developing colleagues through sharing own experiences and learnings; and demonstrate and teach specific technical skills.
- Communication and presentation of data and information for use by the Minister, Ministry staff and the sector.

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 quantitative/qualitative analysis, mathematics, economics, finance, evaluation, statistics or equivalent.

Wheako | Experience

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

- Experience in working with complex issues and concepts, ideally in a complex organisation.
- Tertiary qualification in quantitative/qualitative analysis, mathematics, economics, finance, evaluation, statistics or equivalent
- Demonstrated highly developed problem solving, numeracy and analytical skills and experience, able to see innovative solutions to technical problems
- Ability to understand education workforce dynamics and opportunities for policy change Experience in the analysis of financial and non-fiscal statistical data.
- Experience working in government is an advantage.
- Excellent communication skills – including written and oral presentation of technical information to a non-technical audience.
- Ability to mentor junior staff to support individual development and grow team capacity.
Experience in building relationships and partnerships to achieve shared outcomes.

Ngā Āheinga | Capabilities

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

- Strong proficiency in SQL for data manipulation, wrangling and extraction, which is essential.
- Strong proficiency in R and/or Python, SAS for data analysis, with a preference for R.
- Ability to develop and use statistical methods in data analysis, including statistical modeling, inference, and forecasting/prediction.
- Knowledge and experience with timeseries analysis, statistical and modelling techniques.
- Strong ability to translate information and analysis into outputs which are readily interpreted by operational areas
- Experience using the Statistics NZ Integrated Data Infrastructure (IDI) is an advantage
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Demonstrated ability to write to a high standard (clear, accurate, concise, appropriate to the audience)
- 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.
- Has ability to work alongside peers to ensure the delivery of written material and response to requests.
- Integrity, initiative, and commitment to quality and excellent service.

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- Adaptable and having the capacity to cope with a rapidly changing work environment and delivering high-quality results 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, consolidation, 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

Date Reviewed and Approved	May 2024
Approved By	HR Change Team