



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Analyst, Research

Business Group	Te Pae Aronui   Data and Insights
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 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.

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

### 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 Analyst, Research is a key role in implementing large-scale educational research and assessment studies, including international projects. The Analyst will manage data quality processes, support project delivery, and contribute to insightful analysis that informs education policy and practice. This role combines technical expertise with collaboration, ensuring New Zealand's participation in global studies meets high standards and delivers meaningful insights.



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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 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 Analyst, Research, you will:

- Work as part of team with the National Research Coordinator or National Project Manager on an international study.
- Manage data processes for international studies, ensuring compliance with OECD/IEA standards.
- Support project phases including questionnaire design, sampling, planning, and school engagement.
- Engage critically with the tasks and processes involved in the role with an eye to continuous improvement across different phases of a study.
- Manage relationships with schools and personnel to encourage their participations in international research studies.
- Liaise with international consortia to represent New Zealand's interests. Note, some overnight remote meetings as well as international travel may be required.
- Analyse complex educational data using statistical tools and produce clear, accessible reports.
- Communicate findings through reports, presentations, and stakeholder briefings.
- Contribute to the planning of strategic developments and their priorities for the Ministry, the development of team/division work programmes and to initiatives/activities arising.
- Maintain an understanding of international trends, issues and debates, and applies this to strategic planning discussions or when producing or reviewing evaluation, research, or monitoring.
- Respond to information requests and contribute to ministerial and Cabinet papers.
- Maintain awareness of sector trends and apply evidence to improve outcomes for Māori and priority learners.
- Play a proactive role in quality assuring the team's work and provides technical leadership/peer review for other staff.
- Provide support, guidance and training for administrative and other temporary staff.
- Maintain effective working relationships across Analysis Research and Evaluation, Data and Insights and the wider Ministry to advance the work of the EMA team.



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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:

- Tertiary qualification in a quantitative discipline (e.g., statistics, economics, psychology), preferably postgraduate.
- Experience building collaborative relationships.
- Experience with research projects, data management, and statistical analysis tools (e.g., R, SAS).
- Experience in coordinating projects, managing the tasks of others, and contributing to overall project plans, some understanding of project methodology.
- Understanding of education systems and public sector research environments.

### **Ngā Āheinga | Capabilities**

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

- Strong analytical and problem-solving skills.
- Ability to communicate complex information clearly in writing and verbally.
- Skilled in research techniques, data analysis, and quality assurance.
- Confidence with technology and willingness to learn new tools.
- Commitment to ongoing professional development.

### **Tātai Pou | Our Cultural Competency**

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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



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### **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	January 2026
Approved By	HR Advisory Team