

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Analyst

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
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 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 Analyst, reporting to the Analysis and Insights Manager, is required to undertake complex analysis to support an improved understanding of the Education Workforce.

The Analyst will be highly capable in

- the application of data techniques;
- finding innovative ways to improve the translation of data into evidence as well as explaining; and
- communicating the detail behind data to users and other stakeholders.

They will undertake analysis and research activities in order to advance the Ministry's insight into educational processes and outcomes. In turn this will contribute to frontline groups delivery and design of services, evaluation, research, policy development.

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The role will provide support for some projects within the Statistics New Zealand Integrated Data Infrastructure (IDI). Experience using the IDI is an advantage.

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.

## 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 Analyst you will:

- Undertake analysis that advances our understanding of the Education Workforce.
- Contribute to the development and maintenance of the teams regular reporting.
- Undertake analysis of social, economic, demographic, financial and educational data and evidence relevant to policy formulation, evaluation and educational planning and the Ministry's operational activities.
- 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.
- Produce papers and reports showing analytical findings.
- Ensure effective communication of analytical findings and issues, examining results from a variety of perspectives including their policy, operational and political implications.
- Provide guidance to policy and operational teams on the interpretation of data, research and analysis.
- Contribute to ongoing reviews of coverage, definitions and quality.
- Undertake analysis of social, economic, educational or demographic variables and trends associated with specific educational policies, programmes and practices.
- Prepare information and written communications for the purposes of Ministerial servicing.
- 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 Group's databases to support analysis and monitoring work through ad hoc reporting.

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- Translation of statistical data into usable information and performance indicators for formal measurement of achievement for necessary interventions.
- 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.

## Wheako | Experience

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

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Tertiary qualification in quantitative analysis, mathematics, economics, finance, evaluation, statistics or equivalent is desirable.
- Proficient in using MS Office suite, particularly MS Word and Excel; also experience using database products and programming languages such as R, SQL, SAS, and/or Python.
- Experience in analysing and manipulating large data sets.
- Highly developed problem solving, numerical and analytical skills.
- Effective communication and presentation skills.
- Ability to develop, manipulate and interpret statistical models. Knowledge and experience with forecasting, statistical and modelling techniques.
- Experience in the analysis of financial and non-fiscal statistical data
- Experience using the Statistics NZ Integrated Data Infrastructure (IDI) is an advantage
- Analytical Report writing.
- Experience working in government is an advantage.
- Excellent communication skills – including written and oral presentation of technical information to a non-technical audience.
- Strong relationship management skills.

## 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.
- Proficiency in SQL
- Proficiency in R and/or Python, SAS for data analysis, with a preference for R or similar languages.

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- 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.
- Adaptable and having the capacity to cope with a rapidly changing work environment.

## 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	June 2025
Approved By	HR Advisory Team