![Te Tāhuhu o te Mātauranga — Ministry of Education logo]

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Principal Analyst, Forecasting and Modelling

Business Group	Te Pae Aronui	Operations and Integration
Location	Wellington
Salary band	A9

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 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 Principal Analyst, Forecasting and Modelling leads the development of robust statistical and financial models that support investment, funding, and policy decisions across the education system. Working across both early learning and schooling, this role ensures high-quality forecasts that underpin strategic and operational planning.

You'll take the lead in designing and maintaining fit-for-purpose models, coordinating responses to complex requests — particularly in relation to Budget processes, policy development, and investment decisions. You'll also provide technical leadership, support quality assurance, and drive continuous improvement within the team.

This role works closely with policy, operational, and workforce teams across the Ministry, as well as with external agencies, to ensure forecasts are accurate, credible, and aligned with system priorities.

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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 Principal Analyst, Forecasting and Modelling, you will:

- Lead the design, development, and delivery of robust forecast models that inform investment, funding, and policy decisions across education.
- Provide technical and strategic leadership within the Forecasting and Modelling team, supporting quality assurance, peer review, and continuous improvement.
- Deliver complex analysis and modelling that supports strategic planning, Budget processes, and operational decision-making.
- Work collaboratively with policy teams to provide costings and advice aligned with policy intent, and ensure modelling reflects system priorities.
- Contribute to the development and maintenance of modelling frameworks and methodologies that support consistent, transparent analytical practice.
- Engage with internal and external stakeholders — including Treasury and other agencies — to align modelling approaches and support cross-sector work.
- Communicate clearly with senior leaders and Ministers, providing trusted advice on forecast trends, emerging risks, and implications for policy and delivery.
- Mentor and support analysts, helping build capability across the team and the wider Ministry, and strengthening the analytical foundations that underpin strategic decision-making.

Wheako | Experience

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

- A tertiary qualification in a relevant field such as economics, statistics, finance, evaluation, or a related analytical discipline
- Experience working in or alongside government agencies, with an understanding of how policy, funding, and operational delivery interact in a public sector context
- A proven track record in developing and maintaining financial or statistical forecast models in complex environments
- Experience leading and delivering analytical work programmes or projects with strategic or organisation-wide impact
- Demonstrated ability to manage or coordinate modelling and costing work that informs policy, investment, or operational decisions

Job Description

- A history of improving forecasting systems, modelling processes, or analytical tools to lift quality, transparency, or efficiency

- Experience working with complex datasets and issues to support evidence-based planning or service delivery

- Confidence communicating technical analysis to non-technical audiences, including senior leaders and decision-makers

- Experience mentoring or supporting analysts and contributing to team capability development

- Demonstrated ability to engage with a range of stakeholders to align modelling work with strategic priorities and policy goals

Ngā Āheinga | Capabilities

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

- Ability to develop, adapt, and interpret financial and statistical models to support evidence-based decision-making

- Strong understanding of forecasting and modelling techniques, and how to apply them in policy, planning, and operational settings

- Confidence working with complex datasets, including financial, demographic, and service delivery data

- Ability to communicate technical information clearly and persuasively to non-technical audiences, both in writing and verbally

- Understanding of how government works, including Budget processes, policy development, and the role of modelling in public investment

- Strong report writing skills, focused on clarity, insight, and relevance for decision-makers

- Ability to build and manage trusted relationships with stakeholders, ensuring modelling is understood, tested, and aligned to need

- Demonstrated ability to lead or contribute to organisational change that supports shared goals and strategic direction

- Ability to support and uplift others, build shared ownership of outcomes, and foster a collaborative, inclusive team culture

- A continuous improvement mindset — proactively seeking ways to strengthen modelling, challenge assumptions, and lift quality

- Familiarity with the Statistics NZ Integrated Data Infrastructure (IDI) is an advantage

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