

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Analyst, Insights and Analysis

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 āianeī, 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 ensures that the team takes a strategic approach to creating value from data. Building on the use of the Integrated Data Infrastructure (IDI) and using machine learning, modelling, and rapid code development, the Principal Analyst will drive innovative and effective approaches to the use of data to inform and improve learner outcomes and support regional Ministry staff to make business decisions.

This role requires mentoring and developing others, as well as elements of project management. A key responsibility is leading, or coaching others to lead. This includes aspects of study design, implementation, analysis and reporting of results.

The Principal Analyst will also work with a wide range of teams across the Ministry and government agencies to develop and drive the Ministry's work and contribute to interagency goals. They will represent the Ministry in

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

strategic discussions on critical issues.

The Principal Analyst will also be able to perform, and quality assure statistical analysis. The role is required to work collaboratively across Data and Insights, the Ministry and external stakeholders (other government agencies, sector organizations and the wider educational community) to unlock the potential of the Ministry's deep stock of data and information.

This position will also contribute to increasing analysis capability and promoting the effective use of evidence by delivering high quality research, analysis, and monitoring and providing high quality advice so the Ministry, early learning providers, schools, education professionals, parents, learners and communities are able to make evidenced based decisions to enable learners to succeed

## 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 policy and 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 activities within the current data systems 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 data analysis, proactively sharing knowledge and expertise within Te Pai Aronui, with Te Mahau teams and the education sector
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

### As the Principal Analyst, you will:

#### Analysis, Research & Evaluation

- Act as an intellectual leader for foreseeing, designing and initiating new and complex areas of analytical work, or opportunities to enhance existing work across the Ministry. Has an intense focus on leading analysis across studies, teams and groups and developing ways to meet the strategic research goals of Data and Insights.
- Work collaboratively to unlock the full potential of the Ministry's deep stock of data, analysis and comparative educational research, compile and interpret the range of information and evidence and develop stories of interest to stakeholders which place the evidence in context
- Proactively identify new insights from existing data and analysis, foresee opportunities and medium-term trends
- Advise on/deliver innovative ways to improve the communication and translation of data and evidence to strengthen policy and decision making
- Represent Data and Insights at senior leadership and government meetings and conferences; uphold New Zealand's interests at international forums.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Mentor and develop colleagues through sharing own experiences and learnings; and demonstrate and teach specific technical skills.
- Proactively build strong working relationships with managers and senior staff in Data and Insights, other key stakeholders across the Ministry (including priority learning groups). 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 Statement, policy debates and the policy work programme to shape the focus of the team's work programme.

### Analytical Support

- 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.

### Information Provision

- Provide information from the Group's databases to support analysis and monitoring work through ad hoc reporting.
- 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.

### Ministerial Servicing

- Where required, provide input into Ministerial correspondence (ministerial office requests, draft replies, parliamentary questions, Official Information Act requests), ensuring that the required information is clear, concise, accurate and timely
- Advise staff in the appropriate processes to follow and the nature and style of communication required in Ministerial correspondence
- Maintain awareness of the political sensitivity of financial and other information handled and produced by the team and apply this effectively

## Wheako | Experience

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

- Tertiary qualification in quantitative/qualitative analysis, mathematics, economics, finance, evaluation, statistics or equivalent.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact
- Experience in working with complex issues and concepts, ideally in a complex organisation
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact
- Experience in driving organisational change aligned to a shared vision and strategic priorities that

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

delivers intended outcomes

- Experience in supporting people across building relationships and partnerships to achieve shared outcomes
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.

## Ngā Āheinga | Capabilities

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

- 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.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes
- Experience in supporting people across building relationships and partnerships to achieve shared outcomes
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.

## 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



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## 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	28 June 2023
Approved By	Gian Retales, Senior HR Advisor