

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Network Analyst

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| Business Group | Te Mahau takiwā |
| Location | Regionally based |
| 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 purpose of the Network Analyst is to monitor, assess and analyse population changes, school roll fluctuations and other trends and changes impacting on the structure of education provision at all levels of the education network. This includes mainstream, Māori medium, Learning Support, and early childhood, and is focussed on ensuring the network of schools maximises education outcomes.

The Network Analyst will provide planning and analytical support for network – related activities in all offices that make up the region, assist in prioritisation and project design and participate in project teams, working with schools to strengthen school performance and enhance student achievement.

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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 Network Analyst you will:

- Provide data and meaningful analysis on the regional network of schools to support identification of risks and priorities, project design and planning.
- Provide specific data to support individual school roll growth planning, the development of area strategies, planning for new schools, the need for enrolment schemes, and to support the best use of the network of schools.
- Ensure that analytical activities maintain a focus on the relationship between network and improved outcomes for students.
- Undertake collection, collation, and analysis of demographic data.
- Manage information/database systems including interface with PMIS database, Local Area Roll Projection System interrogation, and maintenance of map information/GIS system for the region.
- Provide specific advice and tools which contribute to the development of performance indicators and measures.
- Proactively identify information needs and develop and implement data collection strategies to meet these.
- Ensure wide dissemination of data and analysis in the region, to relevant areas of the Ministry, key sector groups and agencies, and individual schools as appropriate, leveraging and influencing outcomes sought for priority learner groups.
- Utilise well-developed problem solving and analytical skills, to work co-operatively with others to solve problems or complete tasks.
- Demonstrate the ability to produce consistently high-quality work and to plan workloads to meet deadlines.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

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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.
- Experience in analysis and reporting.

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.
- 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.
- Relevant tertiary qualification preferred
- Sound understanding of demography, including analysing, interpreting, and communicating demographic information
- Well-developed knowledge of statistical and/or demographic analysis, familiarity with a range of methodologies and techniques
- Applied knowledge and understanding of a range of computer packages including Excel, Word, Access, MapInfo and Supermap
- Knowledge and understanding of, and ability to utilise appropriate statistical techniques to aid analysis
- Knowledge of and the ability to apply quality assurance, self-review, and control assurance practice

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.

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| 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

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| Date Reviewed and Approved | May 2023 |
| Approved By | HR Advisory team |