

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Analyst, Corporate

Business Group	Te Pou Rangatōpū   Corporate
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 Corporate applies their advanced technical expertise and leadership skills in planning, developing and executing programmes of work that deliver high quality data and data driven insights to internal and external customers. This includes working closely with customers in the design and development of Corporate-related information sources, data documentation, and business rules.

In particular, this role is responsible for the day to day oversight and delivery of high quality data to external requestors including SSC and Treasury as well as responses to Official Information Act requests, Parliamentary Questions, Select Committee questions and other Ministerials as well as providing analysis to support remuneration reviews, organisational reviews, business decisions and monitoring Ministry staffing numbers.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Apply specialist expertise and experience in working with others to inform strategic and operational level decision making.
- Contribute to an effective team as a role model 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 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, Corporate, you will:

- Work closely with the Manager, People Analytics and Insights, to embed and extend the integrated reporting function. This will include developing a roadmap that sets out how and when we move to an integrated Corporate reporting function.
- Establish a 'community of practice' for all Corporate reporters in the first instance.
- Develop and implement quality corporate metrics ensuring that explanatory notes and key conclusions to be drawn from the data are fully described. Work with our Corporate colleagues to engage with the business regarding corporate metrics and continue to enhance and provide timely business information and inform business decisions to ensure that a set of recommended actions and initiatives is put forward to achieve improvements in the metrics.
- Design and lead the implementation of data quality assurance processes.
- Project manage revisions or development of data sets and repositories.
- Deliver accurate, timely and well-presented quantitative and qualitative responses to information requests. Work with our Ministry colleagues to inform qualitative responses.
- Initiate the identification and analysis of complex requirements for data quality making use of electronic tools and processes where appropriate.
- Identify and assemble the data required to support quality assurance and / or analysis, collated from internal and external databases and sources.
- Develop and maintain documentation that defines data outputs and any associated business rules, methodologies, definitions and known data issues.
- Works across Corporate so that everyone is clear on the roles and responsibilities of this team and other teams in the identification, analysis and options for resolution of problems with data held in the Corporate information systems.
- Peer review other Corporate reports and data sets for accuracy and contribute to the professional presentation and timely delivery of the Group's information outputs.
- Remain up to date with technology options regarding Corporate information.
- Make recommendations on the introduction of new tools and technologies for data collection, quality assurance and reporting.

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- Apply knowledge and skills in the use of new technologies for data collection, quality assurance, management and reporting and coach others in their usage e.g. web based data publication tools, data profiling tools, and web service data exchange tools.
- Maintain up to date desk files, process maps, JIRA cases and other initiatives
- Share knowledge and skills and help to upskill our Ministry colleagues to drive self-reporting

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:

- Navigating a complex organisation including building relationships at the Director level in each business group
- Building trust and buy in from key customers through adept relationship management and partnerships.
- Experience in leading data collection, data quality and data reporting projects.
- Experience prioritising work and managing ongoing expectations within agreed time-frames.

## 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.
- A commitment to ongoing personal and professional development.
- Extensive knowledge of good database management principles. In particular, with quality assurance checking and validation required when addressing known quality issues with data.
- Excellent relationship management skills that expertly guide internal customers in terms of discussing and confirming requirements, providing timely and accurate advice on what is possible and responding to requests.
- Adept in the communication of specialist and technical information clearly and logically and in the most appropriate format for the audience.
- Extensive knowledge of best practice in collection of statistical data.
- Proficient in Corporate data, analysis and reporting systems
- Highly proficient in the use of Microsoft Excel
- Accomplished in documenting work in a timely way that others can easily follow.
- Be able to work under pressure to meet deadlines.

## 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.



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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

## 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	May 2024
Approved By	HR Advisory Team