

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	A8

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 whitake 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 hāpori, 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 Senior Analyst will champion excellent data management practices to support monitoring and network regional analysts making data insights available to frontline decision makers.

The Senior Analyst will identify opportunities for improving the data products we provide to takiwā. You will then design, develop, and produce new and improved data products. And you will undertake necessary activities to support their successful adoption.

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.

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- 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 Senior Analyst you will:

- Undertake the complex statistical analysis and interpretation of administrative and survey data using quantitative analytical techniques and ensure it is triangulated with other data sources to ensure a thorough understanding of findings.
- Identify and propose improvements to our analysis that target insights towards understanding and improving outcomes for ākonga Māori and striving for equitable outcomes.
- Lead the preparation of and support the development of reports and other products for release on Education Counts, ensuring the information is of high quality and that the release of products is carefully coordinated and that all key stakeholders are appropriately briefed.
- Lead processes of review and documentation of learning about the product and service cycle to ensure continuous improvement and customer centricity.
- Provide advice and support to regional analysts ensuring they can access Te Mahau and Te Tāhuhu data collections, this includes developing any necessary tools to access the data more easily, developing useful supporting material, and providing training and ongoing guidance.
- Provide advice on the scope for using data reporting technology and automation to replace manual processes undertaken by regional analysts.
- Establish and maintain strong two-way feedback loops with regional analysts.

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 statistics, mathematics, economics, or related discipline or relevant experience
- Computer literacy including MS Word, Outlook, Excel, MS PowerPoint to an intermediate or advanced level, and experience producing statistical dashboards.
- Proven experience at analysing and manipulating large datasets; and with programming languages, such as SQL and SAS.
- Demonstrated strong problem solving, numeracy and analytical skills, able to see innovative solutions to technical problems.

Ngā Āheinga | Capabilities

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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.
- Ability to navigate situations effectively and efficiently and to function under pressure or in situations which are ambiguous.
- A good understanding of the Ministry's Policy and service delivery environment, structures and ways of working.
- Adaptable and able to cope with ambiguity.
- Ability to lead others through mentoring and training.
- Ability to solve/produce complex data queries.

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, confident, 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	May 2025
Approved By	HR Advisory