

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst

Business Group	Te Pae Aronui Operations and Integration
Location	Flexible
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 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 Senior Analyst supports the Manager, Integration and Oversight, contributing sector supports, reporting, measurement and analytics expertise to support systems process changes, programme delivery and implementation operational support reporting, plan and manage work across Te Mahau and Te Tāhuhu o te Mātauranga and support the operationalisation of the master schedule/termly calendar across Te Tāhuhu o te Mātauranga.

Working with the wider Te Tāhuhu team, you will support the maintenance of a national overview of the activities being delivered and provide clarity around the pipeline of work for change programmes across Te Tāhuhu o te Mātauranga. You will support the oversight function which seeks to bring clarity to the various initiatives across the ministry through data analytics (qualitative and quantitative), research and reporting.

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Ngā Haepapa | Accountabilities

As a Senior Analyst 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.
- Working closely with the business analyst, 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.

Operational Support

- Supporting information gathering to enable the smooth integration of programmes through Te Mahau and into the sector.
- Supporting the business analyst to implement the master schedule and termly calendars, providing a system level view of change and programmes across Te Tāhuhu o te Mātauranga.
- Support a release management approach to engagement with the sector and enable the view across the master schedule.
- Interpret, analyse and document business requirements for the team.
- Identify opportunities for improvement to current systems and processes (e.g. timeliness, accuracy), then design, develop and implement these according to best practice.
- Plan and manage business process improvements and make recommendations based on analysis of information and data.
- Provide expert business analysis expertise to support; business process changes; planning and managing work across multiple business groups; and assessment of change requests.
- Develop a strong understanding of the business groups, based on data collection, sector, vendor and internal interfaces and relationships.
- Design, develop and introduce new ways of working across multiple relevant work streams.

Relationship Management and Collaboration

- Build trust and enhance working relationships by meeting commitments, proactively resolving problems and issues.
- Work on behalf of and for the team.

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Monitoring and Evaluation

- Use a range of evidence and data to support robust monitoring and evaluation as required.
- Knowledge of best practice on reporting and measurement to support the integrated work programme with the Ministers', Te Pou Tokomanawa and SC&I priorities.

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.
- **Essential**
 - Experience as an analyst/business analyst working at a senior level
 - Experience and knowledge of change management, preferably in a large public sector organisation
 - Knowledge of best practice approaches to analysis, reporting, measurement and Microsoft/Salesforce/Atlassian environments.
 - Ability to analyse different types of information and data (qualitative and quantitative).
 - Proven experience of leading and fostering a collaborative and continuous improvement focused culture
- **Desired**
 - Experience in using PowerApps, PowerBI, sales force, confluence and JIRA.
 - Relevant tertiary qualification in a relevant field (post-graduate preferred) or equivalent level of practical experience required
 - An understanding of Machinery of Government, public sector delivery structures and systems
 - An understanding of the Treaty of Waitangi and its implications for the work of the Ministry
 - Ability to work within the Ministry structures policies and priorities, influencing improvement opportunities and creating synergy

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.
- Previous experience of working in projects and with change.
- Knowledge of planning, risk management and performance management.
- Experience liaising with, communicating to, consulting with and influencing stakeholders.

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- Knowledge of issues involved in the effective implementation and achievement of outcomes in the social sector.
- Record of successful achievement in the identification, analysis and design of solutions for complex problems.
- Strong influencing, relationship management and stakeholder engagement skills.
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues.
- Strong action orientation, initiative and ability to manage workload of competing tasks and projects and the ability to work at pace and deliver quality work on time.
- Maintains and promotes social, ethical and organisational norms in internal and external business activities.
- Has credibility and ability to facilitate and negotiate with peers Resilience to deal with pressure and ambiguity in a mature way and resilience to deal with pressure and ambiguity in a mature way.

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	Confident
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 Team