

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
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 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 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 is responsible for providing thought leadership on the design and implementation of processes within their respective teams. The role requires familiarity with data techniques and finding innovative ways to improve the translation of data and evidence as well as explaining and communicating the details behind data to a user or stakeholder. The role is also responsible for overseeing the development of templates, guidance material and project documentation and collation and analysis of data gathered during the process and presenting in a form to support decision making. Your work will contribute to increased evaluative and data

Ngā Kōrero e pā ana ki te Tūranga

Job Description

analysis capability and promotes the effective use of evidence by delivering high quality research and providing high quality advice to inform sector collective bargaining and the pay equity process.

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 Senior Analyst you will:

- Provide suggestions and alternative perspectives on issues within your area of expertise.
- Identify and resolve problems as they arise and ensure the analysts within the team have the support to fulfil their roles.
- Be responsible for designing methods to capture data from a variety of sources (eg. interviews, collective agreements, financial accounts, payroll) and maintaining quality assurance of data.
- Oversee the development of high-quality data capturing templates.
- Provide quality assurance oversight for key deliverables.
- Liaise with and monitor progress of any IT tools that are developed to track and capture data collection.
- Draft formal reports with succinct and presentable data, clear analysis and defensible recommendations.
- Lead the development of high-quality guidance, training materials and communications using a variety of tools, including reviewing and updating based on lessons learned during the process.
- Use plain English when developing training material or communications and incorporate where appropriate, Te Reo Māori references.
- Research, analyse and present key information to key internal and external stakeholders.
- Support and develop processes, set timeframes and monitor either pay equity or employment relations processes, project work or workstreams.
- Work across the team to keep track of actions, risks and issues for an assigned project/workstream.
- Keep accurate records including liaisons with schools, unions and other key stakeholders.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Support the implementation of business strategies to align your work with the objectives and vision of the Ministry.
- Suggest and act on opportunities to do things differently and improve processes to achieve gains in effectiveness and efficiency.
- Build internal and external relationships contributing to the team [of peers] and working collaboratively with other stakeholders across the organisation.
- Plan and organise yourself to deliver work commitments to required timeframes and quality standards.
- Mitigate analytical and decision-making biases (ie. Insightful about the strengths and weaknesses of their analysis and decision-making approach, so that they mitigate potential decision-making biases).

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 working in government is an advantage.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proficient in using MS Office suite.
- Experience in analysing and manipulating large data sets.
- Experience writing analytical reports.
- A relevant tertiary qualification and/or certificate is desired.

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.
- Highly developed problem solving, numerical and analytical skills.
- Strong relationship management skills.
- Ability to read people and situations (ie picks up on “what is not being said” in situations).
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to think strategically (ie sees issues through a range of lenses and stakeholder perspectives; and can move between the detail and bigger-picture perspective).
- An understanding of the essentials of how the government and public sector work; and ensure that written documentation and verbal presentations reflect relevant political sensitivities.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Has ability to work alongside peers to ensure programme deliverables.
- Displays curiosity (eg identifies a range of alternative options and encourages others to critique their ideas).

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	July 2025
Approved By	HR Advisory Team