



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst, Business Cases

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| Business Group | School Property |
| 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 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, Business Cases sits within Strategy, Investment and Planning – School Property.

The Senior Analyst, Business Cases will work with Property Delivery to create and review business cases for school new-builds, redevelopments and upgrades and will use their knowledge and experience of business case process, construction projects and funding solutions to reach excellent outcomes. This role will also be required to develop practical solutions to complex problems and provide timely and pragmatic advice to assist with determining the best investment option.



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Ngā Haepapa | Accountabilities

As a Specialist within School Property, 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, Business Cases you will:

- Work with other parts of the Ministry to consolidate, standardise and simplify the process for initiating, developing and accessing business cases.
- Provide guidance to Analysts in the team on ways of working, tools and templates, and provide support in their work as needed.
- Providing specific coaching to Analysts to uplift capability.
- Work with Property Delivery and other parts of the Ministry to ensure that a full analysis of the problem, need and options is completed as part of project initiation and before business cases are developed and/or commissioned.
- Coordinate with various parts of the Ministry to create compelling, clear and well-argued business cases and advice for governance groups and investment decision makers. Provide quality assurance for team outputs.
- Work with TPR Corporate Finance to connect the funding, risk, and strategic priorities to ensure that the money goes where it gets the best value and outcome.
- Develop strong enduring relationships internally and externally that builds on the trust and confidence that the Ministry has with Treasury, Ministers and Cabinet.
- Write clear, unambiguous, robust reports that outline the Ministry's rationale for business cases that stand up to internal and external scrutiny.

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.
- Knowledge and sound understanding of governance concepts and practices. Applied knowledge and practical skills, involving the understanding of the organisation's strategic direction and business in order



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to take a whole of organisation perspective to support organisational priorities and risk management.

- Relevant practical experience and understanding of the government investment and funding processes, and the annual planning cycles is desirable.
- Understanding of recognised project and programme management techniques, methodologies and disciplines is desirable.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Relevant qualifications and / or recent experience in investment planning / investment business cases.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Excellent interpersonal and communication skills. A commitment to ongoing personal and professional development.
- Be results orientated and demonstrate good analytical and problem-solving ability, particularly when dealing with complex issues
- Be able to integrate a range of disciplines, and/or contributions from a range of stakeholders both within and outside of the Ministry.
- Enjoys and thrives on working collaboratively and across teams and groups.
- A clear thinker and a great writer.
- Strong financial and business analysis skills with the ability to review and analyse information and test assumptions.
- Be able to identify and manage risk.



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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

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| Date Reviewed and Approved | 10 September 2025 |
| Approved By | HR Advisory team |