



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Analyst, Research

Business Group	Te Pae Aronui Operations & 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 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 Educational Measurement & Assessment Team implement large-scale national and international educational research studies that help us to know the health of the New Zealand Education system. We work with international partners such as the Organisation for Economic Cooperation and Development (OECD) and International Association for the Evaluation of Educational Achievement (IEA).

This role is half project manager, half analyst. The Senior Analyst is primarily responsible for leading the implementation of either all, or stages of, one of the large-scale educational research or assessment studies in which New Zealand participates. As the lead, the Senior Analyst contributes to the development, leads the implementation of the study nationally, and then reports the results employing specialised analytical techniques to produce descriptive statistics.

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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, Research you will:

- Lead international studies either as National Research Coordinator or National Project Manager.
- Collaborate and use best practice when working with international study consortia during the life cycle of a study, to ensure New Zealand meets all international quality standards.
- Act as a New Zealand representative and main contact for all aspects of an international study. Actively communicates New Zealand's views to international study consortia to ensure the country's interests are considered during the different phases of a study.
- Nationally, manage and/or undertake all aspects of the operational phase, including sampling, planning, project communications, liaison with schools and professional bodies, and managing a project team, contractors, and temporary staff.
- Monitor the workload and output of project team members to ensure the viability of the project and that team members have a reasonable workload.
- Undertake and/or manage the analysis of results for technical research report(s) using appropriate statistical analytical tools and techniques (descriptive and explanatory), which describe both national and international findings.
- Undertake and/or manage the release and dissemination of the findings from an international study to communicate complex information through brochures and presentations, including briefing key internal and external stakeholders.
- Another potential project is managing a long-term contract between the Ministry and supplier to implement national monitoring of student progress and achievement (curriculum insights & progress study). Contract management of the national study includes managing the relationship between the Ministry and the supplier; coordinating meetings related to the project and coordinating the Ministry review of and publication of reports.
- Ensure projects are planned, delivered, and monitored to meet budget and quality criteria. Analyses and understands the impact on the overall work of any issues and risks at an individual project level; provides advice on how to manage any implications.
- Undertake secondary analyses and syntheses to identify and report on education system outcomes and factors related to these outcomes, with a particular focus on Māori and other priority groups.
- Respond to complex information requests; interpret information for users in an effective, efficient and timely

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manner to meet Ministry reporting requirements, including replying to ministerial and parliamentary information requests, and contributing to Cabinet papers.

- Ensure effective communication of complex research and technical information when preparing and presenting reports, developing communication strategies, preparing Ministerial briefings and/or arranging dissemination.
- Uses key strategic relationships within the Ministry to provide linkages with other current or planned research and evaluation activity.
- Identify new areas of analytical work, or opportunities to augment existing work, so that the team and Ministry are well-positioned for the future.
- Contribute to the planning of strategic developments and their priorities for the Ministry, the development of team/division work programmes and to initiatives/activities arising.
- Maintain an understanding of relevant sector issues, policy debates and the policy work programme to determine strategic analysis requirements that can shape the team's work programme.
- Maintain an understanding of international trends, issues and debates, and applies this to strategic planning discussions or when producing or reviewing evaluation, research, or monitoring.
- Actively demonstrates how to apply the evidence of what works for Māori in education and contributes to the building of further evidence through research and evaluation.
- Play a proactive role in quality assuring the team's work and provides technical leadership/peer review for other staff.
- Coach or mentor analysts and other staff in the team by providing analytical and professional support and guidance
- Identify key stakeholders, assess their needs and ensure appropriate action is undertaken to effectively manage stakeholder requirements and expectations.
- Initiate, develop, and maintain effective working relationships within the wider Group and other groups within and external to Te Pae Aronui, to advance the work of the team.
- Actively manage relationships with key professional bodies and international agencies in relation to implementation and use of results from international research and assessment studies.
- Initiate and proactively manage relationships with schools and personnel to encourage their participations in international research studies.
- Ensure clients are kept informed of the implications of analytical work, how these results can be used and any potential sensitivity/risks that surround these results.

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.
- A high level of experience in research techniques including designing and implementing research studies, including questionnaire development, data collection and processing systems, database management, data/statistical analysis and presentation, and quality assurance methods.
- Experience in building relationships and partnerships to achieve shared outcomes.

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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 written and oral communication skills including the ability to convey abstract and/or complex ideas in clear, practical, and concrete ways, tailored for the audience.
- Well-developed numerical, analytical, and problem-solving skills, experience in the analysis of statistical data, and use of data management tools (e.g., SAS, Access, Excel).
- Knowledge and understanding, of relevant professional research codes, standards and cultural and ethical issues in research and evaluation.
- A commitment to ongoing personal and professional development.

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	October 2023
Approved By	HR Advisory Team