

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Manager, Tertiary System Performance Analysis

Business Group	Te Pou Kaupapahere Policy Group
Location	Wellington
Salary band	M5

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 āianeī, 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 Manager, Tertiary System Performance Analysis leads and manages a team of research and data analysts that monitors the performance of the tertiary education system. You will manage the ongoing creation, collation and maintenance of reliable and timely evidence to support the Ministry's policy role and the information needs of wider stakeholders.

You are responsible for building and maintaining a positive team culture, empowering staff to develop and succeed, and planning and delivering a work programme that is aligned with the Ministry's vision and priorities.

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Ngā Haepapa | Accountabilities

As a Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement a responsive and integrated functional strategy and work programme, aligned to the Ministry's strategy and priorities.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support sound financial management and deliver maximum value from resources and investments.
- Develop, implement and maintain the right frameworks, capabilities and systems to achieve operational outcomes, manage people and risk, and support operational compliance.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are inspired to perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Senior Manager, Tertiary System Performance Analysis you will:

- Lead, manage and develop a team of expert analysts to operate as a centre of expertise and excellence, capable of working across the Ministry, education system and government to promote the effective use of evidence for better policy development, service design and practice.
- Develop and maintain team business plans and work programmes that ensure that resources are aligned with the Ministry's strategic vision and priorities and work is planned and seen through to delivery.
- Lead the development, implementation and maintenance of an active dissemination strategy and communication activities aimed at making evidence widely available.
- Ensure that all staff have the opportunity to learn and grow, through deliberate development planning, formal training, work allocation aligned with development priorities, regular feedback and reflection, and targeted coaching and mentoring from you and other colleagues.
- Develop and maintain strong and effective relationships across the government agencies interested in the performance of the tertiary system, to both help shape the team's work programme and ensure that its analysis informs key decision makers.
- Lead a complex programme of work that balances new research and analysis activities with regular monitoring and reporting activities, including regular published statistics.
- Manage the team's role in the production and communication of credible forecasts and costings.
- Provide an expert data analytical service using fit-for-purpose technological and analytical approaches to ensure that key policy and operational decisions in the education system are informed by evidence and new insights.

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- Manage the Ministry's role in the wider stewardship of tertiary education data, in particular its relationship and responsibilities in this regard with the Tertiary Education Commission and with Statistics New Zealand, but also with other Ministry teams, and other agencies and organisations.
- Manage and report on finances, budgets and resource utilisation.
- Oversee the negotiation, management and completion of external contracts within Ministry guidelines.

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 research, analysis and statistics.
- People and operational leadership experience within a complex environment.
- Experience in developing and delivering integrated functional strategies, work programmes and budgets.
- Experience in leading and managing the development, implementation and ongoing monitoring of functional systems, frameworks and processes.
- Experience in leading organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a respectful, open and responsive culture.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the tertiary education system in New Zealand and of education and training systems in New Zealand would be advantageous.

Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A track record of ongoing personal and professional development.
- Knowledge of research and statistical methodologies, strategic development, evaluation, monitoring and reporting and the capacity to work with an interdisciplinary perspective, and the ability to review and critique in an analytical context.



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Tātai Pou | Our Māori Crown Relations Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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 2025
Approved By	HR Advisory Team