

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Analyst

Business Group	Te Pae Aronui   Operations and Integration
Location	Wellington
Salary band	A6

## 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 Information Requests team is responsible for data and information requests received by the Data and Insights Group across the range of early learning, schooling and the transition to tertiary education. The team responds to requests from the public and media, other teams within the Ministry, formal Official Information Act requests, parliamentary questions and rapid requests. The team works collaboratively to share knowledge and to ensure the quality and accuracy of the responses. These requests regularly require a short turnaround time and require information retrieval and explanation.

The Analyst, Information Requests is responsible for responding efficiently to the more straightforward data and information requests from the range of requesters within a short timeframe. The Analyst does this by either sourcing the data or information from Ministry data outputs and repositories with the support of a more senior

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colleague for more complex requests. At times the Analyst will coordinate answers where input from other people or teams is required. The Analyst also supports monitoring and reporting on the nature and volume of requests.

## Ngā Haepapa | Accountabilities

**As an Information Requests Analyst within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Actively participate as a member of the of the team with a positive approach to the work environment that encourages and supports a collaborative, customer-centric and co-ordinated approach to how the team works.
- Undertake data analysis required to respond to data and information requests relating to early learning, schooling and the transition to tertiary education, taking into account the context and desired use of the information.
- Respond to Official Information Act (OIA) requests, written and oral Parliamentary questions (PQs) taking into account the context and desired use of the information. Providing notes and caveats as necessary to inform the use of the data,
- Support the compilation of responses and any other artefacts, ensuring the information is of high quality and that the release of data and information is carefully coordinated and all key stakeholders are appropriately briefed. Providing notes and caveats as necessary to inform the use of the data.
- Actively participate in and support quality assurance and sign-out processes. Seek peer review of data analysis and responses.
- Build capability in yourself and others through coaching, undertaking and seeking peer review and proactively sharing knowledge and expertise.
- Co-ordinate responses to data and information requests relating to education system performance, when the answer is not able to be directly sourced.
- Build and maintain effective relationships across the Ministry and with external requesters.
- Identify, propose and engage with programmes of improvement to the team's processes and practices so that they are efficient, support accurate responses and are adaptive and relevant to the Ministry's needs.
- Support the process of monitoring and reporting on the nature and volume of requests for continuous improvement.
- Undertake special tasks/projects as required by the Manager Information Requests.
- 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:

- Tertiary qualification in statistics, mathematics, economics, or related numeracy discipline.
- Demonstrated analytical and problem-solving skills, able to see innovative solutions to technical problems.
- Experience with database products and in manipulating, summarising and analysing large datasets using SAS or SQL.
- Excel to an intermediate or advanced level.
- Computer literacy, competence in MS Word, Outlook.



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### Ngā Āheinga | Capabilities

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

- Excellent inter-personal and communication skills, especially presenting technical information to non-technical people requesting data and information.
- Customer focus, drive and initiative.
- Ability to navigate situations effective and efficiently and to function under pressure or in situations which are ambiguous.
- Ability to build and maintain positive working relationships with key stakeholders
- A good understanding of the Ministry's Policy and service delivery environment, structures and ways of working
- Understanding of privacy and ethical issues involved in releasing sensitive information into the public arena.
- A commitment to ongoing personal and professional development.

### Tātai Pou | Our Cultural 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	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 2025
Approved By	HR Advisory Team