

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Business Analyst

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

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 Principal Business Analyst provides in-depth and expert level business analysis, which complements the work of project/programme management and change management teams in Portfolio Delivery.

This is a critical role supporting initiatives driven by Integration Services and Portfolio Delivery on behalf of Te Pou Rangatōpū. The Principal Business Analyst will ensure that business requirements are clearly understood and effectively integrated into the overall project strategy, enabling successful outcomes and supporting organisational goals.

The Principal Business Analyst brings critical expertise to enhance the team's existing capabilities across project and programme management, coordination, and change management. This role is key to enabling the team to provide a comprehensive, end-to-end delivery service.

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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 a Principal Business Analyst, you will:

- Provide professional strong business analysis expertise to support the delivery of the Portfolio Delivery initiatives
- Apply business analytical skills and techniques to understand, validate, synthesise, and articulate problems, opportunities, requirements, options and solutions.
- Manage the process of gathering, analysing, storing and disseminating detailed information in a user-friendly format.
- Make recommendations based on the analysis of information and data and prepares business requirements as well as design business processes.
- Support the project/programme manager on preparation of business artefacts that supports the delivery of projects/programmes across Te Pou Rangatapu.
- Maintain business process documentation as required.
- Collect, document, interpret, analyse and confirm specifications for new, enhanced or changed requirements from the groups we are delivering to.
- Capture business goals/needs effectively. Clarify and develop objectives and key issues in a structured manner.
- Apply sound system, technical and business knowledge in collaboration with both business and technical stakeholders in development of solutions.
- Take responsibility for the investigation and application of changes to project/programme scope.
- Identify the impact on business requirements of external impacts affecting a programme or project.
- Facilitate internal workshops to understand internal processes and requirements.

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- Liaise with other teams e.g ICT teams, internal and external stakeholders to ensure requirements are translated correctly to meet business/customer needs.
- Facilitate open communication and discussions between stakeholders, using feedback to assess and promote understanding of need for future changes in services, products and systems.
- Capture and disseminate technical and business information.

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 organization
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in business analysis on a range of initiative types and from different user groups.
- Experience working with diverse stakeholders and in articulating insights and solutions across all levels of an organisation.
- Experience as a Business Analyst at senior level.
- Experience in a role summarising, analysing, visualising information for a variety of audiences.
- Experience in a range of tools and technologies and their practical applications in supporting business requirements as well as process mapping.
- Experience in developing process flows and process mapping.
- Experience in using project management techniques and methodologies.

Ngā Āheinga | Capabilities

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

- Knowledge of common Business Analysis frameworks and tools. Awareness of a range of tools and technologies and their practical applications in supporting business requirements as well as process mapping.
- Ability to absorb, analyse and synthesise information and articulate it in a clear and concise manner.
- Managing the process of gathering, analysing, storing and disseminating detailed information in a user friendly format.
- Effective problem-solving skills that balance the divergent views of stakeholders.
- Strong written and oral communication skills.
- Collaborative, flexible and adaptable working style that operates with a growth mindset.
- Clear communication that brings clarity and credibility to a wide range of senior leaders and executives.
- A solid work ethic coupled with a capacity to turn-around tasks/deliverables rapidly, resulting in a consistent throughput of work outcomes.
- A high degree of initiative.
- An understanding of Te Tiriti o Waitangi and the critical shifts that are occurring in Aotearoa's landscape
- A commitment to ongoing personal and professional development.

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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.

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	September 2025
Approved By	HR Advisory