

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Project Analyst

Business Group	Te Pou Rangatapu   Corporate
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 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 purpose of the Project Analyst role within the EIS group is to work as part of the Capital Team and manage the analysis of data for the capitalisation for the capital team, data entry of capitalisation transactions, write-offs and provide general support to Capital Team.

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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 Project Analyst, you will:

- Ensure appropriate capitalisation processes are followed and contributing to process improvement.
- Act as a primary contact for Capital works for Capitalisation issues.
- Liaise with the Capital Works teams to update Asset Update Forms and update the Helios/K2 System with asset changes and capitalisation transactions.
- Contact Project Delivery Managers and Project Coordinators to obtain updates.
- Process write-offs and project closures.
- Promoting capitalisation best practice.
- Assist in tracking benefits to be realised at a project, programme and portfolio level.
- Working with Procurement to develop a reporting system to streamline capitalisation and K2 data.
- Identify process improvements and develop templates and checklists.
- Training the project coordinators and delivery managers on how to complete Asset Update Forms.
- Assist with the creation of process documents that describe the steps required to undertake capitalisation tasks.
- Providing support and guidance around capitalisation.
- Contribute to new reporting processes and assist in implementing the capitalisation process through the capital works team.
- Monitor and report on progress on capitalisation and write off process.
- Track capitalisation transactions and provide a monthly report as to the progress.
- Support the Project Accountant and Finance Manager with reconciliations, tidying up of data in the K2 systems and other ad-hoc project work.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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## 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.
- Asset Management experience within the public sector.
- A Tertiary qualification in related fields.

## 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 interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to relate well to all kinds of people, build appropriate rapport and effective relationships.
- Dedicated to meeting the expectations and requirements of internal and external customers.
- Show initiative and drive, can be counted on to exceed goals successfully.
- Knowledge in education especially in matters relating to Māori development and the partnership values that flow from the Treaty of Waitangi.

## 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



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### **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	June 2023
Approved By	HR Advisory Team