

## Principal Analyst | Kaitātari Matua

### Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, 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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi. **Kaimātai Tikanga Mahi Mātāmua**

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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

### About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

### Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

The Principal Analyst role is responsible for researching, designing and implementing a range of innovative statistical, data and analytical solutions to support and inform all stages of the data and statistics life cycle across Stats NZ. The roles are divided into specialist design areas:

- Data Design (e.g. including data sourcing, classifications and standards and survey design)
- Data Science
- Professional Domain Expertise (e.g. demography, economics, sociology, products and services design)
- Geospatial
- Statistical Methods

The role provides professional leadership in the form of expert guidance and advice to a wide range of teams and individuals across Stats NZ and the wider data ecosystem. In addition, the role is responsible for the provision of mentoring and coaching to staff across Stats NZ.

### Titles

These roles are intended to have a business title that reflects their area of specialism:

- Data Design – Principal Data Design Analyst
- Data Science – Principal Data Scientist
- Geospatial – Principal Geospatial Analyst
- Statistical Methods – Principal Methodologist
- Customer products and services – Principal Analyst – Products & Services Design

Titles for Domain Expertise will reflect the domain or knowledge area (for example, Principal Economics Analyst, Principal Demographics Analyst).

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
<p>Design innovative processes, research techniques, methods, tools, standards, models and packages etc. to support statistical and/or data production and services within your design area.</p>	<p><b>NB: the deliverables/ accountabilities expected will be dependent on the design area and level within the role.</b></p> <ul style="list-style-type: none"> <li>• Applying conceptual and creative thought leadership in order to design the methods for specific outputs and at all stages of the statistics/data lifecycle.</li> <li>• Coaching technical and non-technical colleagues and customers to understand the ‘big picture’ in which they operate.</li> <li>• Expanding Stats NZ’s knowledge base for specific domain areas and specialisms through research and experimentation.</li> <li>• Sourcing, specifying and building solutions, standards, models, frameworks and tools etc. needed to perform the job and/or meet work requirements.</li> <li>• Supporting and maintaining bespoke tools, packages and datasets owned by a production team. Providing</li> </ul>

	<p>expert support through the use of advanced qualitative and quantitative methods, including machine learning, statistical data mining, modelling, and other advanced analytic approaches.</p> <ul style="list-style-type: none"> <li>Acting as an intermediary between technical and non-technical areas of Stats NZ and customers and implements communication strategies.</li> </ul>
Provide specialist advice on area of design expertise	<ul style="list-style-type: none"> <li>Providing credible, expert advice to colleagues, data and statistics professionals and policy-makers here and overseas on concepts, standards and frameworks for specific domain areas and specialisms, technologies, design practices and protocols including process design.</li> <li>Informing debate both within Stats NZ and across the public sector on future trends, new capabilities and translating these into implementation plans that see the right changes introduced at the right time.</li> <li>Engaging with international colleagues to both learn from and share our own best practices and protocols – lifting capability across national statistics agencies.</li> </ul>
Maintain quality standards for new and routine statistical and/or data work that falls within the design area	<ul style="list-style-type: none"> <li>Creating new statistical/data packages, standards, and tools; documentation and testing and development and, where appropriate managing the handover for operationalising production and analysis.</li> <li>Consulting with the business on their use and maintenance of methodological packages, standards and tools etc.</li> <li>Developing technical documentation of design for discussion, endorsement and implementation.</li> <li>Providing guidance, advice and policy for quality management and ensuring international standards are met.</li> <li>Providing guidance on end to end service design and delivery, including advising on appropriate timeframes and stages for specific pieces of work.</li> </ul>
Provide ongoing coaching and mentoring to support staff and teams delivering statistical	<ul style="list-style-type: none"> <li>Providing expert technical training and guidance to staff (incl. sampling design/errors, R, internal consultancy, emerging trends in professional domain</li> </ul>

<p>and/or data products and services</p>	<p>areas, speaking skills, classifications and frameworks etc.)</p> <ul style="list-style-type: none"> <li>• Coaching and mentoring staff, developing and championing the adoption and use of best practice, methodologies and practices to lift capability across Stats NZ for the relevant design area.</li> <li>• Developing and promoting Stats NZ processes, systems, tools and methodologies etc. for use across the delivery teams.</li> <li>• Identifying, documenting, implementing and promoting the improvement of processes and practices.</li> </ul>
<p>Contribute to the advancement of your design area.</p>	<ul style="list-style-type: none"> <li>• Continually developing self within area of expertise.</li> <li>• Promoting key organisational strategic objectives within Stats NZ and wider OSS – particularly self-service, data re-use and outside-in approaches.</li> <li>• Contributing to various professional groups related to subject matter area (e.g. NZAE, NZSA, ICS, time series network, quality management).</li> <li>• Collaborate with peers and colleagues (incl. UN, OECD, IMF etc.) – creating partnerships for the sharing of best practice and reducing duplication of effort in the creation and adoption of new data standards, methodologies and technologies.</li> <li>• Preparing and presenting research on new designs to promote internal skill development for senior management, analysts and industry/academic conferences in New Zealand and overseas.</li> <li>• Generating new knowledge, concepts and frameworks in domain or specialism, for use by Stats NZ and across the wider data ecosystem.</li> <li>• Developing new/enhanced processing system designs and architecture to support the production of new data and statistics</li> <li>• Integrating bespoke applications procedures to speed up development time and system performance</li> <li>• Developing processes which can be scaled to create new data/statistics in the future</li> <li>• Writing polished and well-constructed technical and research documents for a range of specialist and lay audiences.</li> </ul>

<p>Effective internal and external stakeholder relationships maintained and leveraged to achieve key results.</p>	<ul style="list-style-type: none"> <li>• Build and enhance relationships with stakeholders and customers through open honest inclusive communication.</li> <li>• Managing constructive working relationships with colleagues and external stakeholders to enhance the understanding and co-operation needed to achieve desired results.</li> <li>• Be responsive to Māori partners and stakeholders (internal and external) and their data needs.</li> </ul>
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.</p>	<ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.</li> <li>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias.</li> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people’s needs and aspirations.</li> </ul> </li> </ul>
<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> <li>• Take personal responsibility for your own health safety and wellbeing.</li> <li>• Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>• Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul>

### Core requirements

- Holds minimum Master's degree qualification and/ or equivalent relevant experience for this role.
- Minimum five years leading in role-specific function.
- Recognised as professional lead in domain area
- Ability to take new methods, strategic directions and develop outlines of issues that need to be clarified before implementation.
- Ability to develop practice guidelines around new and original practices that enable other staff to work efficiently and consistently.
- Advance ability to write a range of technical and research documents.
- Reliability - Upholds our proud history of operating with integrity, and being fair, impartial, responsible, and trustworthy in everything we do.
- Experience with R and other common analytical tools
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Experience presenting complex information to a range of audiences.
- Understanding of mātauranga Māori and te ao Māori.
- Experience working with external stakeholders and customers in the public and private sectors.
- **Desirable**
- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Understanding of the conceptual frameworks for social, economic or environmental statistics.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.
- Experience working and collaborating with Māori, iwi, hapū and other Tiriti partners.
- Understanding of implementing Tiriti-centred approaches and partnering models.
- Understanding and application of tikanga practices in a work setting.
- Knowledge of iwi and Māori culture and social structures.

## Functional or role-specific technical competencies

Design Area	Principal Analyst
Data Design	<ul style="list-style-type: none"> <li>• Demonstrated contribution to development of new methods and/or tools</li> <li>• Able to design a qualitative and quantitative standards that work across multiple modes</li> </ul>
Data Science	<ul style="list-style-type: none"> <li>• Experience leading teams</li> <li>• In-depth industry/business knowledge</li> </ul>
Professional Domain Expertise and Insights	<ul style="list-style-type: none"> <li>• Demonstrated contribution to development of new knowledge, concepts and frameworks.</li> </ul>
Geospatial	<ul style="list-style-type: none"> <li>• Demonstrated contribution to development of new methods and/or tools</li> </ul>
Statistical Methods	<ul style="list-style-type: none"> <li>• Demonstrated contribution to development of new methods and/or tools</li> </ul>



## Methods & Design | Ngā Ritenga & Hoahoatanga

Methods and Design provide methodological leadership and technical support to the organisation.

We work with other areas to ensure collections and outputs meet internationally accepted best practice.

We have expertise in a wide range of statistical methods including questionnaire design, sample design, data integration, editing, imputation and confidentiality among others.

We research and develop new methods and standards, both independently and in collaboration with national and international groups

