

## Kaitātari Hoahoa | Design Analyst

## Kaitātari Hoahoa Matua | Senior Design Analyst

### Nga mahi o te tari kāwanatanga | 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 hāpori, 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.

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

### Mō Tatauranga Aotearoa | About Stats NZ

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 committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices 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.

### Mō te tūnga | Role Purpose

In your role as Design Analyst/Senior Design Analyst, you are responsible for researching, designing, and implementing a range of innovative statistical, data and analytical solutions to support and inform

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all stages of the data and statistics lifecycle across Stats NZ. The roles are divided into specialist design areas:

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

The roles provide support 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 senior roles within each design area are responsible for the provision of mentoring and coaching to staff across Stats NZ.

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

- Data Design – Design Analyst / Senior Design Analyst
- Data Science – Data Scientist / Senior Data Scientist
- Geospatial – Geospatial Analyst / Senior Geospatial Analyst
- Statistical Methods

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

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

| Key Outcomes   | Accountabilities   |
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| <p>Design innovative processes, research techniques, methods, tools, standards, models, and packages etc. to support statistical and/or data production and services within design</p> | <p><b>NB: The deliverables/accountabilities expected will be dependent on the design area and level of role:</b></p> <ul style="list-style-type: none"> <li>• Applying conceptual and creative thinking skills in order to design the methods and/or standards (within design area) for specific outputs and at all stage of the statistics/data lifecycle.</li> <li>• Coaching technical and non-technical colleagues and customers to understand the ‘big picture’ in which their projects operate.</li> <li>• Expanding Stats NZ’s knowledge base for specific domain areas and specialisms through research and experimentation.</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>Provide specialist advice on area of design expertise</p>   | <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,</li> </ul>  |

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|   | <p>technologies, design practices and protocols including process design.</p> <ul style="list-style-type: none"> <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>• Engage with international colleagues to both learn from and share our own best practices and protocols – lifting capability across national statistics offices.</li> </ul>  |
| <p>Maintain quality standards for new and routine statistical and/or data work that falls within design area</p>                  | <ul style="list-style-type: none"> <li>• Undertaking the creation of 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 awareness and appropriate use of international standards.</li> <li>• Providing guidance on end to end service design and delivery, including advising on appropriate timeframes and project stages for specific pieces of work.</li> </ul> |
| <p>Provide ongoing coaching and mentoring to support staff and teams delivering statistical and/or data products and services</p> | <ul style="list-style-type: none"> <li>• Providing expert technical training and guidance to staff (incl. sampling design/errors, R, Shiny, internal consultancy, emerging trends in professional domain areas, speaking skills, classifications and frameworks etc.)</li> <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> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Contributing to various professional groups related to subject matter area (e.g., NZAE, NZSA, HACKS, training committees (statistical thinking), MOOC evaluation group, R-user group business survey methodology network, quality management, longitudinal multivariate analysis network, IPSaC).</li> <li>• Collaborate with international colleagues (incl. UN, OECD MF 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>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>                                   | <ul style="list-style-type: none"> <li>• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>• Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</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 provisions and principles of Te Tiriti o Waitangi.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <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>  |

Ngā āhuatanga e hiahiatia ana e mātou | Person specification

**Core requirements**

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
- 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.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- 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.
- Familiarity with a broad range of advanced quantitative and qualitative analytic techniques.
- In depth knowledge of concepts and frameworks for domain area.
- Information & Data Governance:
  - Understands, applies, and monitors compliance by others with Stats NZ’s information and data governance standards and protocols.

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- Reliability:
  - Upholds our proud history of operating with integrity, and being fair, impartial, responsible, and trustworthy in everything we do.

**Senior Design Analyst**

(In addition to the above):

- Holds or working towards Master's degree, or equivalent work experience.
- 3-5 years of relevant quantitative and qualitative research and analytics experience.
- Able to mentor staff on new subjects/techniques – continuous development, leading networks.
- Developing strength in writing a range of technical and research documents.

**Desirable**

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Experience working with R and SQL

