

UNCLASSIFIED

Senior Analyst – Organisational Insights | Kaiwhakawhanake – Māramatanga Hinonga

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.

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 Stats NZ Tatauranga Aotearoa 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

In your role as Senior Analyst – Organisational Insights, you will report to the Senior Manager - Business Insights and Improvement and work in close partnership with the Principal Advisor – Organisational Reporting and Insights, Principal Advisor – Business Planning and Performance, the Enterprise Business Analyst, the Senior Advisor - Process Improvement and alongside Senior Leaders, and their teams, across the organisation, to drive a deliberate focus on delivering organisational insights.

A catalyst for change, and with a focus on transparency and efficiency, you will be expected to transform robust internal data into clear and engaging insights that support collective decision making and help transform the organisation into one that operates simply and strategically.

This is a critical role for the organisation, that will require working across teams. To ensure success, building trusted relationships and delivering with others will be a significant part of this role.

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

Key Outcomes	Accountabilities
Senior Leaders have increased transparency around how our organisation operates and are able to make collective, evidence- based decision.	• Identify, collect and analyse data, across a variety of sources, to provide insights that enable Senior Leadership to make collective decisions around how our organisation operates. • Through insightful analysis identify risks, opportunities and areas for improvement, making recommendations to Senior Leadership around how the organisation can operate simply and strategically. • Translate data into effective storytelling, that reflects the health of our organisation, applying a holistic lens both strategically and operationally. • Respond to commissioning of insights from across the organisation.
The integrity of our internal data is protected. Internal and External reporting is based on robust and trusted data.	• Implement a robust data governance framework that protects the integrity of our internal data, ensuring adherence with data security and privacy policies. • Ensure data is maintained in a manner that supports the needs of the business and adheres to public sector guidelines and statistical standards.
Internal information is accessible, repeatable, automated and streamlined	• Develop the tools, process and systems that support the delivery of effective insight reporting.

Knowledge is shared across the organisation	• Introduce robust and effective dashboard reporting that reflects insights at various levels across the organisation. • Provide detailed analysis and reporting (internal and external) that ensures transparency around how the organisation is performing. With a focus on our people, our processes and our systems.
Our resources are utilised effectively and efficiently.	• In collaboration with the Enterprise Business Analyst and supporting the Principal Advisor Business Planning and Performance, and the Principal Advisor Organisational Insights and Reporting, enable the delivery of integrated business planning and performance reporting. • Analyse across individual business plans to identify dependencies, synergies and cross overs with strategic planning
The Corporate Services Group is seen as an effective and cohesive team that delivers together for its customers.	• Build a strong and trusted Corporate Services Group that supports the organisation to operate simply and effectively. • Maintain up to date best practice knowledge on the tools and methodologies that support data analytics and insight reporting • Identify areas for continuous process improvement.
Demonstrate commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	• Actively support our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively support and engage with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Actively demonstrate The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation. • Demonstrate 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.
Demonstrate as a model public servant committed to the principles outlined in the	• Support and promote initiatives from the Public Service Commission Te Kawa Mataaho, including Papa Pounamu and Kia Toipoto.

Public Service Act 2020 and any subsequent adaptations.	• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives and actively support others to support this. • Adhere to Te Tauāki Whanonga mō te Rāngai Tūmatanui the Code of Conduct for the Public Sector values and principles: ○ Trustworthy – to act with integrity and be open and transparent ○ Respectful – to treat all people with dignity and compassion and act with humility ○ Impartial – to treat all people fairly, without personal favour or bias ○ Accountable – to take responsibility and answer for our work, actions, and decisions ○ Responsive – to understand and meet people’s needs and aspirations ○ Political neutrality – to act in a politically neutral manner ○ Free and frank advice – when giving advice to Ministers, to do so in a free and frank manner ○ Merit-based appointments – to make merit-based appointments (unless an exception applies under the Act) ○ Open government – to foster a culture of open government ○ Stewardship - to proactively promote stewardship of the Public Sector.
Demonstrate commitment to Health, Safety and Wellbeing while at work.	• Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Stats NZ Tatauranga Aotearoa Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

Person specification | Ngā āhuatanga e hiahiatia ana e mātou

Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience or knowledge for this role.
- At least 5 to 8 years - experience in data analytics and the development and presentation of organisational insights.
- Excellent working knowledge of performance reporting methodologies and the development of performance related metrics.
- Significant, demonstrated experience in the systems, tools and methodologies that enable the delivery of effective insights.
- Demonstrated success in facilitation and coaching to deliver collaborative outcomes.
- Ability to engage, collaborate and influence across all levels of an organisation.
- Ability to translate a variety of data into simple and effective stories.
- 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).
- Understand 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.

Desirable

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

Planning & Reporting | Te Whakamahere & Te Whakapūrongo

Planning and Reporting is a key part of the Prioritisation, Resources, and Delivery (PRD) Business Group, which also includes Finance and Strategy. The team plays a critical role in ensuring that enterprise activities are aligned and coordinated, enabling effective management, monitoring, and a clear understanding of how we are progressing towards achieving our strategic priorities.

