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| Analyst  |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst for change | **Taunakitanga**We influencethrough evidence | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. | We use evidence to influence positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the position

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| The purpose of this position |
|  The Analyst independently executes analytical projects, supports business decision-making through data insights, and contributes to team capabilities. This role requires solid analytical skills, growing business acumen, and the ability to deliver reliable results with moderate supervision. |
| Team and location | Wellington  |
| Reporting to | Manager – Data & Evidence |
| Salary band | Band 15: $76,925 - $108,600Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $76,925 - $90,500. |

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| What you will do to contribute |
| **Analyst**Discovery and Requirements Gathering* Conduct stakeholder interviews and workshops to understand specific business challenges and opportunities
* Work with business units to identify and define relevant KPIs and success metrics for individual projects
* Convert business objectives into specific analytical questions and hypotheses with some guidance
* Document project scope, timelines, and deliverable expectations for assigned projects
* Prepare requirements documentation following established templates and standards
* Assess feasibility of analytical requests within defined parameters and escalate complex cases

**Data Collection and Assessment*** Identify and evaluate relevant data sources for assigned analytical projects
* Conduct data quality assessment and profiling for project-specific requirements
* Document data definitions, sources, and limitations for analytical use
* Coordinate with data teams to establish data access and extraction processes
* Perform gap analysis between available data and analytical requirements
* Research and evaluate potential external data sources to enhance analytical capabilities
* Maintain data inventory and documentation for assigned business areas

**Data Preparation and Cleaning*** Extract and prepare data from multiple sources using established processes and tools
* Implement data cleaning and validation procedures following organisational standards
* Create derived variables and calculated fields to support specific analytical requirements
* Develop and maintain ETL scripts and processes for recurring analytical projects
* Document data transformation logic and maintain version control for analytical workflows
* Troubleshoot data quality issues and implement appropriate resolution strategies
* Collaborate with technical teams to optimise data preparation processes and efficiency

**Analysis and Modelling*** Apply statistical methods and analytical techniques to solve specific business problems
* Build and validate predictive models using appropriate machine learning algorithms
* Conduct exploratory data analysis to identify patterns, trends, and business insights
* Perform hypothesis testing and experimental analysis for business initiatives
* Develop forecasting models and scenario analysis to support business planning
* Create segmentation and clustering analyses to support business strategy development
* Validate analytical results and assess model performance using appropriate metrics

**Interpretation and Insight Generation*** Analyse and interpret results within business context to generate actionable insights
* Develop clear, evidence-based recommendations for business stakeholders
* Assess statistical significance and practical importance of analytical findings
* Document assumptions, limitations, and confidence levels for analytical results
* Synthesise findings from multiple analyses to support comprehensive business understanding
* Validate insights with business stakeholders and incorporate feedback into recommendations
* Present findings in business-friendly language that drives understanding and action

**Communication and Reporting*** Create clear, compelling visualizations and reports that communicate analytical findings effectively
* Develop and maintain regular reporting processes and dashboard solutions for business users
* Present analytical results to business stakeholders and technical audiences
* Document analytical processes and methodologies for knowledge sharing and replication
* Train business users on interpreting and using analytical outputs and self-service tools
* Collaborate with cross-functional teams to integrate analytical insights into business processes
* Support development of organisational analytical communication standards and best practices

**Project Delivery*** Contribute to cross-functional analytical projects from initiation through delivery and evaluation
* Deliver responsibilities assigned by the Principal Analyst
* Contribute to project status reviews and support stakeholder communications throughout project lifecycle
* Ensure quality standards and deliverable expectations are met across all team outputs
* Contribute to project planning sessions and coordinate dependencies with other teams
* Monitor project risks, issues, and changes while maintaining alignment with business objectives

**Implementation Support and Monitoring*** Support implementation teams in applying analytical recommendations to business processes
* Develop monitoring approaches to track the impact of implemented analytical solutions
* Create tracking mechanisms for key performance indicators and success metrics
* Analyse implementation results and provide feedback on actual versus predicted outcomes
* Support troubleshooting and optimisation of implemented analytical solutions
* Document lessons learned and best practices for future implementation efforts
* Collaborate with business teams to ensure successful adoption of analytical insights

**Iteration and Continuous Improvement*** Review and update existing analytical models and processes based on new data and business feedback
* Incorporate new data sources and variables to enhance analytical capabilities
* Refine analytical methodologies based on stakeholder feedback and changing business requirements
* Stay current with industry trends and emerging analytical techniques relevant to business needs
* Participate in knowledge sharing sessions and contribute to team learning initiatives
* Document and share best practices and lessons learned from analytical projects
* Support development of standardised processes and templates for common analytical tasks
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| COMMON CAPABILITIES – expected in all SIA roles |
| Risk management* Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data and information supplied is accurate and verified.
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| Health and safetyTake responsibility for meeting SIA’s obligations for workplace health and safety. |

## About you – what you will bring specifically

### Qualifications

* Relevant tertiary qualification e.g. Data Science, Statistics, Computer Science, or related quantitative field

### Experience, knowledge & skills

* Relevant experience in data analysis, business intelligence, or technology analytics
* Requires senior analytical competence, typically developed through focused experience in data analysis, business intelligence, or related fields. This role should demonstrate proven ability to independently lead analytical projects, provide guidance to junior team members, and deliver insights that influence key business decisions.
* Proficiency in SQL, Python/R, and data visualisation tools
* Understanding of statistical methods and analytical techniques
* Experience with database systems and data warehousing concepts
* Excellent written and verbal communication skills
* Ability to manage projects and priorities simultaneously
* Experience with cloud platforms (AWS, Azure, GCP)
* Knowledge of machine learning frameworks and techniques
* Industry certifications in relevant analytical tools or methodologies

### COMMON CAPABILITIES – expected in all SIA roles

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Comfortable with ambiguity and ‘grey area’s with the ability to navigate complex situations, adapt to change
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

### Capabilities

* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.