|  |
| --- |
| Senior 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



|  |  |  |  |
| --- | --- | --- | --- |
| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by 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

|  |  |
| --- | --- |
| The purpose of this position | |
| The Senior Analyst leads complex analytical projects, provides technical guidance to team members, and serves as a trusted advisor to senior business stakeholders. This role requires advanced analytical skills, project leadership abilities, and the capacity to drive significant business impact through data insights. | |
| Team and location | Wellington |
| Reporting to | Manager – Data & Evidence |
| Salary band | Band 17: $106,760 - $150,720  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $106,760 - $125,600 |

|  |
| --- |
| What you will do to contribute |
| **Senior Analyst** Discovery and Requirements Gathering  * Support stakeholder discussions involving competing priorities and perspectives * Support business leaders to establish comprehensive KPIs and success metrics for major initiatives * Translate ambiguous business objectives into structured analytical frameworks and testable hypotheses * Coordinate project portfolios including scope definition, timeline coordination, and stakeholder alignment * Support the development of detailed requirements documentation and ensure quality standards across projects * Evaluate the feasibility of complex analytical requests and recommend alternative approaches when needed   **Data Collection and Assessment**   * Contribute to comprehensive data discovery and assessment initiatives across multiple business systems * Contribute to design and implementation of data quality improvement programs for critical business processes * Establish data collection strategies for new business initiatives and analytical requirements * Coordinate with IT teams to optimise data infrastructure and integration processes * Develop data cataloguing and documentation standards for team and organisational use * Evaluate and recommend new data sources and technologies to enhance analytical capabilities * Work with cross-functional teams in resolving complex data quality and integration challenges   **Data Preparation and Cleaning**   * Contribute to the design and implementation of scalable data preparation workflows for complex analytical projects * Lead development of automated data quality monitoring and validation processes * Establish data transformation standards and best practices for team adoption * Coordinate complex data integration projects involving multiple systems and stakeholders * Develop reusable data preparation frameworks and templates for organisational efficiency * Mentor team members on advanced data cleaning techniques and quality assurance methods * Lead troubleshooting and resolution of complex data preparation challenges   **Analysis and Modelling**   * Contribute to the development and implementation of advanced analytical models for strategic business challenges * Contribute to the design of comprehensive analytical approaches for multi-dimensional business problems * Establish model validation and performance monitoring processes for critical business applications * Coordinate cross-functional analytical initiatives involving multiple business units * Develop and maintain analytical frameworks and methodologies for team adoption * Lead A/B testing and experimental design for major business initiatives * Provide technical leadership and guidance on advanced statistical and machine learning techniques   **Interpretation and Insight Generation**   * Contribute to comprehensive analysis interpretation and insight development for complex business challenges * Develop strategic recommendations that influence major business decisions and resource allocation * Establish frameworks for assessing and communicating analytical uncertainty and confidence levels * Coordinate insight validation and review processes with business stakeholders and technical teams * Lead development of actionable recommendations that drive measurable business improvements * Mentor team members on advanced interpretation techniques and business application skills * Drive alignment between analytical findings and strategic business objectives across multiple stakeholders   **Communication and Reporting**   * Contribute to the presentation of complex analytical findings to senior business leadership and executive teams * Design and develop comprehensive reporting solutions and interactive dashboard systems * Contribute to communication strategies for complex analytical projects involving multiple audiences * Contribute to training and knowledge transfer sessions for business stakeholders and technical teams * Develop compelling data narratives that drive understanding and action across diverse audiences * Coordinate development of self-service reporting capabilities for business user adoption * Mentor team members on advanced presentation skills and stakeholder engagement techniques   **Project Delivery**   * Contribute to cross-functional analytical projects from initiation through delivery and evaluation * Contribute to the defining project scope, objectives, timelines, and resource requirements for analytical initiatives * Deliver responsibilities assigned by the Principal Analyst * Provide technical guidance and mentorship to junior staff on analytical methodologies and best practices * 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**   * Work with cross-functional implementation teams for complex analytical recommendations and business changes * Contribute to the design of comprehensive monitoring and measurement frameworks for tracking implementation success * Establish processes for ongoing optimisation and refinement of implemented analytical solutions * Coordinate with business teams to ensure successful adoption of analytical insights and recommendations * Contribute to post-implementation reviews and impact assessment for major analytical initiatives * Develop organisational capabilities for scaling and replicating successful implementation approaches * Mentor team members on implementation planning and change management techniques   **Iteration and Continuous Improvement**   * Contribute to comprehensive review and optimisation of existing analytical processes and methodologies * Drive adoption of new analytical techniques and technologies within team and organisational context * Review feedback loops and improvement processes for ongoing analytical capability enhancement * Contribute to knowledge sharing and best practice development initiatives across analytical teams * Coordinate with external partners and vendors to enhance analytical capabilities and efficiency * Mentor junior team members and contribute to their professional development and skill building * Drive process standardisation and efficiency improvements across multiple analytical workstreams |
| 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. |
| Health and safety  Take 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 mature analytical competence, typically developed through progressive experience in data analysis, business intelligence, or related fields. This role should demonstrate proven ability to lead complex analytical projects end-to-end, mentor developing analysts, and serve as a trusted advisor to business stakeholders on data-driven initiatives.
* 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 multiple projects and priorities simultaneously
* Experience with cloud platforms (AWS, Azure, GCP)
* Knowledge of machine learning frameworks and techniques
* Previous experience with stakeholder management
* 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.