|  |
| --- |
|  |
| Analyst/Senior Analyst Forecasting and CostingForecasting and Costing |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. |
| ****Our strategic direction**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
|  |  |  |
| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****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. |
|  |
| The outcomes we want to achieve |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including |
| * Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
 | * Public housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans
 |
| ****He Whakataukī\***** |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |
| **\*** We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī |

## Position detail

Overview of position

The role of the Analyst/Senior Analyst will be responsible for preparing forecasts, written commentary and analysis of benefit numbers, labour market and the economic environment and presenting these to a wide range of audiences. This includes monitoring the economic and social environment issues that affect the benefit system and develop and maintain models to quantify the fiscal and social impacts of policy proposals.

The Analyst/Senior Analyst is expected to form sound working relationships with colleagues and staff throughout the Ministry. They are also expected to form strong networks and relationships with staff in other social sector agencies relevant to the work. Senior Analysts will be expected to mentor junior staff.

Location

National Office, Wellington

Reports to

Manager Forecasting and Costing

## Key responsibilities

Analysis, advice and support

* Prepare forecasts/costings/analysis using a robust theoretical and conceptual underpinning for these
* Provide high quality objective analysis and advice within specified time frames
* Have clear understanding of policies, operational activities and their impact
* Provide critiques of forecasts
* Monitor expenditure and numbers and raise risks as appropriate
* Ensure high quality of work by ensuring work gets peer reviewed, is able to be followed by others and is well documented
* Assess the reliability and validity of information from different data sources identifying cause and effect relationships
* Analyse quantitative information relating to policy changes using statistical and/or econometric methods
* Establish links between the different methodologies to ensure rigour and validity of findings
* Advise management and/or the Government on the findings of analysis including trends, risks, and developments and answer queries from throughout the Parliamentary process

Systems and information development

* Assess the strength and relationship between various phenomenon and develop statistical models of how the relationships may change over time
* Update/develop forecast models to ensure an accuracy of forecasts and are in line with Treasury guidelines
* Update/develop the microsimulation model or other models that the team has
* Assess the most appropriate approach to resolving policy questions

Ministry-driven projects supporting operational and policy development

* Carry out evaluations of existing policies, processes, products and services and make evidence-based recommendations in line with operational standards, policies, organisational requirements
* Carry out research that informs the Ministry’s policies and practices and contributes towards the Ministry’s strategic business plans/outcomes
* Consult with internal and external stakeholders to gain support and input for proposed research or evaluation initiatives, identifying and overcoming barriers as appropriate
* Contribute to or lead projects as agreed with your manager

Work Programme

* Contribute to other areas of the work programme as agreed with your manager in accordance with the needs of the Ministry, your professional areas of expertise, and your personal development plan
* Apply project management methodology to ensure research and evaluation work meets business requirements and business standards

In addition to the accountabilities set out above, Senior Analysts will also be expected to:

Project Management

* Lead substantial work programmes on a broad range of issues
* Coordinate input from team members and other contributors
* Assist sponsors to operationalise their information needs

Relationship Management

* Represent the Ministry externally at significant interagency meetings
* Take a leadership role in internal or external meetings as appropriate
* Articulate the Ministry’s position and strategy on issues (and related rationale) with accuracy and persuasion

Analysis and Advice

* Provide high quality advice on complex issues without the need for guidance from others
* Add value to the written communication of others
* Develop and present advice to senior management and Ministers
* Have a breadth of view of organisational issues and an understanding of the key imperatives of other agencies

Mentoring

* Assist in the development and mentoring of Analysts and Graduate Analysts

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

Analyst

* A post-graduate tertiary qualification (economics, statistics) or other comparable qualification
* Knowledge of developing and using econometric or statistical methods preferably in a forecasting or modelling environment
* Knowledge of a range of forecasting and/or modelling
* Advanced experience using Excel, SAS or other similar software
* Ability to translate information and analysis into outputs which are readily interpreted by operational areas
* Knowledge of business processes and the dynamics of the delivery activities of the Ministry’s business lines
* Demonstrated ability to manipulate data and generate appropriate reports in a timely manner
* Experience in investigating and analysing problems, and reaching sound conclusions
* Demonstrates the ability to write to a high standard (clear, accurate, concise, appropriate to the audience).

Senior Analyst

* A post-graduate tertiary qualification (economics, statistics) or other comparable qualification
* Experience in developing and using econometric or statistical methods preferably in a forecasting or modelling environment
* A comprehensive working knowledge of a range of forecasting and/or modelling methodologies with a commitment to further developing their knowledge and an ability to guide others in the development of these skills
* Advanced experience using Excel, SAS or other similar software
* Strong ability to translate information and analysis into outputs which are readily interpreted by operational areas
* Sound knowledge of business processes and the dynamics of the delivery activities of the Ministry’s business lines and the issues they face to explain trends and changes in performance data and provide a context for decisions
* The ability to manipulate data and generate appropriate reports
* Proven experience in investigating and analysing problems, and reaching sound conclusions
* Demonstrated ability to write to a high standard (clear, accurate, concise, appropriate to the audience)
* The ability to teach and mentor technical aspects of the position to Analysts and lead projects as necessary.

## Attributes

* Strong partnership builder
* Exercises sound judgement and political sensitivity
* Highly effective communication skills
* Flexible, adaptable and pragmatic
* Strong client focus
* Business acumen
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key Relationships

Internal

* Staff across Strategy and Insights
* Staff and managers across the Ministry

External

* The Ministers Office
* The Treasury
* Representatives of social sector agencies and other government departments
* Social Policy academic communities within New Zealand
* New Zealand and social policy academic communities
* Networks with iwi, and Maori interest groups
* Local government and community groups

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited adhoc travel may be required