|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Graduate Analyst Evidence and Effectiveness | | | | | |
| Our purpose **Manaaki tangata, Manaaki whanau** We help New Zealanders to be safe, strong and independent | | | | | |
| Our commitment to Māori As 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 harakeke Kei 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 flaxbush Where 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

To provide high quality research, evaluation and analysis on a range of social policy issues.

Reporting to a Manager, the Graduate Analyst is based within a team in the Insights MSD. The Manager will assign work according to the group’s work programme and any other Ministry-driven projects or priorities. In their work, the Graduate Analyst is expected to form sound working relationships with colleagues and staff throughout the Ministry, as well as forming good networks and relationships with staff in other social sector agencies relevant to the nature of the work. Coaching and support will be provided by the Manager and also by project leaders, researchers and analysts with whom the employee will work.

The Ministry is committed to providing development opportunities for staff. Research analysts may be asked to move between the teams/units to help them build a broad range of skills and experience. In addition Analysts are encouraged to rotate into other Policy and Research roles within the Ministry to enable them to gain wider policy experience.

Location

National Office, Wellington

Reports to

Manager Community Insights

## Key responsibilities

Data Extraction and Analysis

* Assist in the extraction and analysis of 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.
* Uses appropriate questioning approach (interactive or written) - asks appropriate questions
* Recognises the need to obtain better or more information
* Seeks information that identifies underlying problems or opportunities
* Relates information from different sources to draw logical conclusions
* Recognises trends or associations of data
* Accomplishes tasks through concern for all areas involved, no matter how small
* Accurately checks processes and tasks; maintaining watchfulness over a period of time
* Checks outputs and documentation for consistency of terminology, nomenclature, numbering, appearance, error, imperfections, or omissions
* Double checks figures
* Reviews all parts of a job to assure compliance with requirements
* Upon becoming involved in a project or task, reviews background, details and history.

Links with other research

* Incorporate relevant data/information from other MSD units or sources in analysis, when applicable
* Resolve inconsistencies in information.
* Identifies data collection sources
* Establishes a monitoring schedule
* Compiles relevant documents that track activity
* Observes the progress of activities
* Establishes systems to monitor performance
* Reviews reports to keep track of work progress
* Collects and reviews activity reports
* Prepares reports

Presentation of findings

* Present findings from quantitative and qualitative analysis
* Contribute to reports for internal and external stakeholders.
* Exhibits flexibility while influencing others to achieve goals and solve problems
* Adapts influencing style according to the situation
* Convinces people to accept ideas and strategies
* Gains agreement from people to improve performance or try new ways to do things
* Motivates and works with others to ensure consistency with the organisational vision, values and systems in achieving goals
* Influences others to modify work activities, processes, or procedures to be consistent with the organisational vision, values, and systems

Project management

* Undertake administrative tasks associated with various projects, for example, attend meetings, respond to correspondence, take minutes (if requested), maintains accurate files.
* Establishes priorities systematically
* Defines the parameters to which work must be completed
* Identifies resources needed, plans supplies or materials to meet output demands
* Identifies risks and opportunities and develops contingency strategies
* Employs a systematic structured approach to achievement of key result areas
* Contributes to project planning; takes responsibility for project outputs and accountabilities; delivers the project results; identifies and balances process and task considerations; applies cross-functional thinking
* Develops and implements appropriate monitoring processes to track progress against project and work plans

Judgement / problem solving

* Considers all pertinent facts
* Checks to see if the action proposed will satisfy the need (problem or opportunity)
* Considers the risks involved with various courses of action
* Considers both the short and long term impact of decisions
* Takes overall organisation views into consideration when making decisions
* Has a keen sense of changing organisational directions
* Keeps appropriate people involved and informed while developing and deciding on alternatives
* Generates alternate solutions to problems or situations
* Checks assumptions against facts when making decisions
* Chooses solutions with the best benefit-to-cost ratios
* Perceives the impact and implications of decisions on other components of the organisation
* Raises decisions to higher levels, with recommendations

Client focus

* Establishes and maintains effective relationships with their clients (internal and external)
* Anticipates clients’ needs and responds quickly, accurately, and pleasantly
* Clarifies the exact nature of clients’ problems or requests
* Monitors client satisfaction
* Honours commitments
* Keeps clients informed on progress and renegotiates deadlines if necessary
* Displays patience and understanding with demanding clients

Communication

* Establishes the value or benefit of the communication for its particular audience based on assessed characteristics, motivations and needs
* Presents ideas in a logical sequence
* Provides transitions from one point to another, summarises main points
* Use analogies, language and examples familiar to the recipient to clarify points and concepts and maintain interest
* Provides a strong conclusion or recommendation that falls directly out of the body of the communication
* Breaks down explanations of complex processes, procedures, situations into manageable pieces of information
* Provides an opportunity for questions and discussion

Teamwork and collaboration

* Participates proactively in the development of team goals and plans
* Co-operates with team members to resolve problems and achieve goals
* Acknowledges others skills, experience, knowledge, creativity, and contributions
* Encourages trust among team members through open and honest sharing of information
* Shows consideration for team members
* Participates in defining individual and shared responsibilities
* Supports team members by encouraging participation and listening to other’s ideas
* Contributes to agreement on goals and problem resolution, & on methods to accomplish both

Professional standards

* Demonstrates independence, objectivity – puts forward the body of professional standards knowledge, as appropriate
* Embodies, models and applies the professional standards
* Seeks professional guidance when there are conflict situations
* Monitors, measures and continually improves own performance.

## 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

* A relevant tertiary qualification, for example social science research with a quantitative focus
* Understanding of a range of research and evaluation methods and approaches
* Understanding of ethical issues relating to research and evaluation
* Experience in analysis of unit record data and large database manipulation
* Knowledge of evaluation theory and practice would be an advantage
* Computer packages – Microsoft Office, Word, Excel, PowerPoint,
* SAS or similar statistical packages would be an advantage
* Ability to extract, manipulate and analyse large and complex sets of data
* Familiarity with statistical procedures and concepts
* Ability to incorporate external information, judgement and common sense into quantitative analysis
* Excellent reasoning and problem solving ability
* Commitment to developing knowledge and skills

## Attributes

* Communication skills
* Interpersonal skills – relationship management
* Teamwork skills
* Ability to multitask
* Time management skills

## Key Relationships

Internal

* Insights MSD managers
* Colleagues
* Staff across the Strategy and Insights group
* Staff and managers across the Ministry

External

* Policy staff from other government organisations
* Social policy academic communities
* Social sector agencies
* Iwi networks and Maori interest groups
* Local government and community groups
* Relevant international organisations

## Other

Delegations

* Financial – Yes
* Human Resources - No

Direct reports - No

Security clearance - No

Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** July 2024