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| Senior Insights Analyst Insights | | | | | |
| 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 | |
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| ****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. | | | | | |
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| 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

The Senior Insights Analyst role requires close working relationships with a broad range of stakeholders including Ministers Office, senior leadership and the public, to provide evidence for key decisions that affect the lives of all New Zealanders. They will have a strong and highly developed technical and analytical skills, proven experience exploring data, and be able to identify key insights and trends, succinctly summarising findings into appropriate outputs and communicate these to technical and non-technical audiences to effectively bridge the gap between the end user and MSD’s administrative data. The role supports MSD’s operational, policy and management teams.

The Senior Insights Analyst is responsible for producing reporting, proactively monitoring statistics and identifying issues or opportunities. They are also responsible for developing narratives, commentaries and stories to help stakeholders contextualise the statistics and inform decision-making, and design the appropriate solutions to meet those requirements

As a Senior Analyst you will be expected to mentor junior staff in best practice, lead projects of work, and take an active role in developing the capability of the team.

Location

National Office, Wellington

Reports to

Manager Income and Housing Insights

## Key responsibilities

Reporting and analysis

* Work closely with and guide users to deliver high quality data, insights, and visual analytics/reporting products, ensuring deliverables remain within the requirements scope and timeframes
* Extract and analyse data and trends from MSD’s administrative datain a timely manner, as required to support official reportingEnsure alignment with data governance and data management principles across all analysis Actively provide quality peer review and respond to peer review
* Support testing as part of development activities, in conjunction with testing and business resources, as required
* Any other duties as required to support the wider data teams

High quality advice advice and support

* Providing high quality advice on complex issues without the need for guidance from others
* Leading the development of narratives, commentaries and stories to help stakeholders contextualise the statistics and inform decision-making.
* Compile insights to help inform decision-making and assist key stakeholders with resolving problems or difficulties in statistics or responding to information requests
* Actively provide quality peer review and respond to peer review
* Understand the Ministry’s position and strategy on issues (and related rationale)
* Providing support or advice to questions from a range of sources including senior leadership, the Minister's office, wider government and other MSD teams. Having a breadth view of organisational issues and an understanding of the key focus of other agencies
* Understanding the limitations of data held in the Ministry’s systems, providing advice on its reliability and reflection of operational practice
* Providing advice on the best use of available data to address different business issues
* Ability to present information in a clear, concise format for the non-technical user~~.~~

Systems information and development

* Extracting, validating, formatting and analysing information as part of established business reporting processes
* Identifying business need and producing appropriate ad hoc reports in response to requests for information
* Undertaking research, collating, synthesising and relating facts, and general concepts, evaluating alternatives and presenting the findings in support of decision making processes.

Project Management

* Manage work and priorities within an agile delivery framework.
* Lead substantial work programmes on a broad range of issues
* 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.

Relationship Management

* Foster a strong working relationship with key partners and stakeholders across MSD and wider government including MSD's operational, policy, communication/media and management teams, and wider government including the Ministers Office.
* Take a leadership role in coordinating input from team members and other contributors.
* Support the manager with workflow prioritisation applying agile frameworks.
* Assist sponsors to operationalise their information needs.
* Work with colleagues, Data Engineers, and Principal Advisors to ensure solutions fit into the wider data landscape
* Engage regularly with stakeholders to facilitate strong and positive communication channels
* Proactively engage with stakeholders to assist and promote understanding and implications of analytical information

Represent the Ministry externally at significant interagency meetings

Mentoring

* Contribte to the development and mentoring of Analysts and Graduate Analysts.
* Support the Manager in technical advice and best practice

Team and Individual Performance

* Contribute positively to the team environment to support achievement of individual and team goals
* Participate in the development and operation of projects which include team members and wider service delivery as required
* Identify and act on personal learning and development opportunities.

## 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**

* Highly developed analytical and problem-solving skills.
* Advanced experience of analytical, statistical and modelling techniques within a business intelligence or data environment
* Proven experience delivering high quality analysis, insight or advice can be interpreted by non-technical audiences.
* Advanced experience using statistical software packages such as SAS, R or other similar software
* Advanced experience with visual analytics tools (e.g. SAS VIYA, PowerBI, etc…)
* Strong base of knowledge about MSD’s systems and processes and how to solve problems with the data related to them
* Highly developed skillswriting to a high standard (clear, accurate, concise, appropriate to the audience).
* Strong problem solving and decision-making skills - able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based these considerations
* Strong ability to deal with concepts, complexity, and ambiguity comfortably
* Experience teaching and mentoring Analysts Experience leading the delivery of complex projects
* Strong relationship management skills, with an ability to build trust
* Knowledge of Agile delivery methods
* A relevant tertiary qualification
* Excellent time management and attention to detail
* Ability to work collegially in a high perfoming team

## Attributes

* Ability to generate high-quality quantitative insights and statistics.
* Ability to relate both verbally and in writing across all levels of the organisation
* Ability to create effective relationships and demonstrate excellent influencing and negotiation skills
* Role models integrity and accountability
* Proven credibility in delivering value add services, particularly within disciplines relating to a procurement/commissioning management function

## Key Relationships

External

* The Minister’s Office
* Social sector agencies and government departments
* Social Policy academic communities within New Zealand
* New Zealand and social policy academic communities
* Networks with iwi, and Maori interest groups
* The Public, local government and community groups

Internal

* Group General Manager, Insights
* General Manager, Evidence and Effectiveness
* Insights MSD
* Other Ministry Staff

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports - No

Security clearance - No

Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** August 2024