

POSITION DESCRIPTION

Ministry Tamariki—Ministry for Children

Title:	Business Analyst
Group:	Youth Justice Services
Reports to:	Manager Youth Justice Services Support
Location:	Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The Youth Justice Services Business Analyst will be responsible for supporting the Youth Justice Leadership team by gathering, collating, analysing, reporting and providing quality operational and performance advice to ensure the efficient running of the National Youth Justice Team.

This role is responsible for proactively monitoring performance, ensuring that the relevant managers are aware of any risks and issues, and ensuring that all reporting is completed by the given timelines. A key aspect of this position is to continually develop, improve and manage the reporting systems and related documentation.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Monitoring and Reporting	<ul style="list-style-type: none"> – Provide accurate and timely reporting tools and templates for regular reporting and analysis of productivity and performance trends of individuals, teams and the unit to efficiency and workload – Monitor and analyse performance trends against forecast, including KPI results and quality standards – Provide advice, information and support to the team as requested – Provide recommendations on actions required to improve/maintain performance taking a continuous improvement approach.
Analysis and Research	<ul style="list-style-type: none"> – Communicate the result of any analysis in a manner that can be readily understood and acted upon – Provide sound and logical advice through data analysis, interpretation and trend analysis – Report findings and analysis in clear concise written and pictorial formats to a range of different stakeholders – Assist in problem solving to ensure that results are consistent with Youth Justice legislative processes and desired outcomes.
Forecasting	<ul style="list-style-type: none"> – Actively identify and forecast Youth Justice workloads including peaks and troughs, making adjustments for planned and unplanned absences – Provide sound forecast reporting, analysis and advice based on available information within agreed timeframes – Actively collaborate for information with NZ Police to identify issues of future risk, in particular to identify future trends of youth offending. – Proactively identify any potential impacts to other OT business units.
Continuous Improvement	<ul style="list-style-type: none"> – Monitor specific continuous improvement initiatives, ensuring that they are well understood and adequately tested to become normal business practice in Youth Justice. – Develop business requirements for any system enhancements identified through a continuous improvement approach

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Co-ordinate the implementation and provide on-going support of system enhancements – Contribute and participate in other projects and provide advice where necessary.
Relationship Management	<ul style="list-style-type: none"> – Establish and maintain effective inter-personal relationships with internal and external stakeholders – Ensure communications are easily understood and fully disseminated and all relevant managers are fully updated and made aware of any risks. – Understand OT's wider strategy and in particular the Youth Justice Operational Model, framework and processes and represent this view when engaging with stakeholders, including sector representatives.
Being part of the Oranga Tamariki , Youth Justice team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki Youth Justice. – From time to time, you may be required to perform other reasonable duties as requested by your manager – Comply with and support all health and safety policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool – Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known – Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct – Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Youth Justice Leadership Team – Youth Justice Services Support Team – Organisational Governance Managers and staff – Legal Services – IT – Information Services – Oranga Tamariki staff
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External

- Office of the Privacy Commission
- Office of the Ombudsman
- NZ Police
- Ministry of Corrections
- Ministry of Justice

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – A relevant tertiary qualification or work experience in data analysis, reporting and information management is desirable – A clean, current driver's licence is essential.
Other Requirements	<ul style="list-style-type: none"> – Willing to travel to fulfil job requirements.
Knowledge and Experience	<ul style="list-style-type: none"> – An understanding of the legal processes and privacy issues relating to Youth Justice clients – An understanding of and experience in the collection, analysis and management of data – Sound knowledge of information management – Proficient user of Microsoft computer applications, including good skills in data analysis using Excel – Sound knowledge of the analysis of both text and numeric data to determine key facts, trends and issues – Demonstrated ability to understand data and information using cost/benefit analysis to provide options and supporting recommendations with data and evidence – Proven ability to provide comprehensive reporting with findings and recommendations that support continuous improvement – Proven ability in reporting information to a variety of stakeholders – Proven ability in providing advice, information and support to a variety of audiences.
Skills	<ul style="list-style-type: none"> – Exceptional and proven relationship management and engagement skills with internal and external stakeholders – Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others – Excellent verbal, written and interpersonal communication skills – Excellent analytical skills – an ability to analyse data to determine key facts, trends and issues, and present robust analysis and conclusions – Excellent self-management and documentation skills – Strong planning and organising skills – Flexible, adaptable and pragmatic – Demonstrates initiative, drive and energy – Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.