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| Lead Analyst ReportingStrategy and Insights |
| 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 |
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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
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| ****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 Lead Analyst Reporting is responsible for providing technical leadership on the direction of the Monitoring and Analysis team and the delivery of their solutions and products. The role works closely with the General Manager and Team Manager to define technical standards and oversee project implementation to ensure the successful delivery of high-value solutions that support the Ministry's objectives.

In delivering the work programme the Lead Analyst Reporting is responsible for defining the most appropriate tools and methodologies for a solution whilst considering alignment with existing projects and the broader strategic and technical directions of the Ministry. The Lead Analyst Reporting is also primarily responsible for ensuring the ongoing professional development of the team and ensuring there is continual technical upskilling across the team.

In addition, Lead Analyst will need to work across MSD and in particular with other technical teams to ensure organisational alignment and identify opportunities for collaboration. You will be comfortable working in a fast-paced and operational environment balancing the immediate demands whilst ensuring progress is made on the longer-term roadmap.

You will have leading technical and analytical skills, extensive experience working with data, and be able to identify key insights and trends. You will have experience succinctly summarising findings into appropriate outputs and communicating these to technical and non-technical audiences to effectively bridge the gap between the end user and relevant data.

**Strategy and Insights Group**

The role sits within the Performance and Reporting group within Strategy and Insight.

The role of the Strategy and Insights group is to provide data and insights for effective decision making, enhanced investment capability, understanding and evaluating performance, and providing rigorous management of the Ministry’s accountability mechanisms.

Location

National Office, Wellington

Reports to

Manager Monitoring and Analysis

## Key responsibilities

Analysis

* Develop and use innovative analytical methods and technologies to develop new products, insights and analysis, and support decision-making.
* Identify and implement technical opportunities to improve accuracy and efficiency of products delivered by the team.
* Liaising closely with key stakeholders and business knowledge experts to ensure safe interpretation and to identify high-value meaning from the analysis that is undertaken.

Leadership/Mentorship

* Takes a lead role within the team in terms of facilitating and supporting change and team capability
* Provide coaching and mentoring to other team members ensuring there is a culture of continual improvement as well as support and advice as necessary
* Work across MSD and in particular with other technical teams to ensure organisational alignment and identify opportunities for collaboration.
* Represent MSD in cross-government work and in professional networks

**High quality advice and support**

* Provide advice to the team manager and General Manager on the technical roadmap and be responsible for the implementation of these initiatives.
* Make recommendations on new methods and approaches for best delivering on the teams responsibilities.
* Provide advice on the best use of available data to address the business objective
* Compile insights to help inform decision-making and assist key stakeholders with resolving problems or difficulties in statistics or responding to information requests
* Provide oversight and quality assurance on peer review processes
* 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

Information systems and development

* Leading the design of information systems that best meet the needs of the team.
* Contribute to wider MSD projects on information systems and development projects whilst keeping the team up-to-date.
* 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 or projects on a broad range of issues
* Assist in project governance and planning processes as required.
* 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.

**Report Writing**

* Writing clear reports that synthesise complex results and focus on the business value of analysis and research.
* Adjusting language and content of reports based on the audience groups.
* Helping business knowledge experts to integrate your results into their reports.

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, Managers and Principal Analysts 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

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**

* Relevant tertiary qualification (particularly, Computer Science, Maths, Physics, Statistics, or Operations Research), preferably PhD level or equivalent experience working in a complex operational environment
* Technical, statistical and data manipulation skills, and extensive experience analysing data using appropriate tools (SAS, R or similar). Other programming languages may be an advantage.
* Experience in automation and streamlining techniques to improve the efficiency and reduce the risk of human error.
* Demonstrated capability to use advanced analytics such as predictive modelling and segmentation analysis to provide solutions across a range of real-world contexts.
* Ability to translate information and analysis into outputs which are easily understood by non-technical people.
* Able to work with ambiguity and work across multiple projects in a fast-changing environment.
* Experience in investigating and analysing complex problems, and reaching sound conclusions
* Demonstrated ability to write to a high standard (clear, accurate, concise, appropriate to the audience).
* Experience mentoring and developing high-performing technical teams
* Knowledge of Agile delivery methods.

## Attributes

* Extensive intellectual and analytical ability, and able to think strategically
* Sound judgement and political sensitivity
* Passion to provide useful high-quality information to stakeholders in a way that is timely, meaningful, and accessible for them
* Highly effective communication skills
* Strong client focus
* Team player
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.

**Key Relationships**

External

* The Ministers 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, Performance and Reporting
* Performance and Reporting and Business Intelligence teams
* 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