#

**Data Analyst, Data and Insights**

**Contents**

 [1](#_Toc497488414)

[About Whaikaha - Ministry of Disabled People 1](#_Toc166383842)

[Our Purpose 1](#_Toc1379289353)

[Accessibility 1](#_Toc303160816)

[Te Tiriti o Waitangi 2](#_Toc1905937493)

[Your place in Whaikaha 2](#_Toc1269628998)

[About the role 2](#_Toc701878215)

[How you will contribute 2](#_Toc238036305)

[What you will bring 4](#_Toc1367356623)

[Who you will be working with 6](#_Toc1074376490)

[Internal 6](#_Toc112707808)

[External 6](#_Toc2087412167)

[Delegations 6](#_Toc1082872468)

[Working in the Public Service 6](#_Toc1364385195)

## About Whaikaha - Ministry of Disabled People

### Our Purpose

Whaikaha - Ministry of Disabled People is underpinned by Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples. In addition, the vision and principles of Enabling Good Lives and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha focuses on listening to and partnering with disabled people, tāngata whaikaha Māori, Pacific disabled people, their families and communities so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own decisions on the supports that will enable them to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

* Driving better outcomes for all disabled people
* Leading and coordinating cross-government strategic disability policy
* Working to deliver and transform disability support services, and;
* Progressing work on the broader transformation of the wider disability system

### Accessibility

We believe in a diverse and inclusive Ministry which reflects the communities that we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are. We are committed to understanding and making available reasonable accommodations and accessibility for our people.

### Te Tiriti o Waitangi

We have a firm commitment to Te Tiriti o Waitangi, which means we are committed to giving effect to Te Tiriti through building kāwanatanga, rangatiratanga and ōritetanga. Whaikaha works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. Whaikaha works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

## Your place in Whaikaha

The Data Analyst, Data and Insights reports to the Manager of the Data and Insights team, which sits in the Policy and Insights Business Unit.

## About the role

The Data Analyst, Data and Insights is responsible for sourcing, analysing and presenting quantitative disability data to build the evidence base around disability in Aotearoa and improve evidence-informed decision-making. The Data Analyst also contributes to producing insights and data resources for a wide range of internal and external audiences.

## How you will contribute

**Analysis and Reporting**

* Source, analyse and transform data using a variety of tools including Microsoft Power BI, Microsoft Excel, SQL, and R.
* Develop indicators and data dashboards to identify gaps and monitor progress across key focus areas.
* Use data and evidence from a range of sources, including Stats NZ’s Integrated Data Infrastructure (IDI), and apply critical thinking and clear logic to develop insights and reporting products that meet the needs of Whaikaha, the disability community, and key stakeholders.
* Ensure information is presented in a clear, accessible, and concise format for non-technical users.
* Provide data and analysis to support Official Information Act, Ministerial and Ombudsman requests.
* Support the delivery of quality analysis through providing and responding to peer review, following robust analytical and quality assurance processes.
* Build and maintain knowledge of the disability data system and an understanding of the issues affecting disabled people and tāngata whaikaha Māori.

**Systems information and development**

* Provide advice and support to improve data, systems, and reporting.
* Maintain documentation and resources to build analytical capability and support better use of data across Whaikaha.
* Contribute to continuous improvement of processes, tools, and frameworks within the team.

**Project Management**

* Provide project support and take a lead on projects as required.
* Contribute to the effective implementation of key pieces of work in a collaborative way across Whaikaha.
* Plan and effectively manage work programme priorities.

**Relationship Management**

* Build and maintain collaborative and positive relationships across Whaikaha.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders
* Work proactively with partners in ways that are most likely to deliver tangible benefits for disabled people and tāngata whaikaha Māori.
* Recognise and value the voice of the disability community. Work collaboratively with community groups, disabled people, tāngata Whaikaha Māori, whānau and providers reflecting their concerns and aspirations.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti o Waitangi obligations.
* Work with both data requesters (within Whaikaha, the disability community, and other agencies) and data providers across the data system to define, identify and source the most appropriate data to meet user needs.
* Contribute to the Disability Data and Evidence Advisory Group and Community of Practice.

**Risk Management**

* Identify any organisational risks and act and or seek support to minimise their impact.
* Keep your manager informed of any risk issues that may impact on the success of Whaikaha.

**Embedding accessibility**

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

**Embedding te ao Māori**

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

**Contribute to our team - Whaikaha team player**

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, or have lived experience whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Have the ability to work in a tripartite relationship with disabled people and Tāngata Whaikaha Māori.

**Qualifications, experience and knowledge**

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Successful practical experience in quantitative data analysis and data visualisation, this may include lived experience examples.
* Proven technical, analytical, critical thinking, and problem-solving skills.
* Proven experience and knowledge of designing and delivering high quality insights for a variety of audiences, including presenting complex information in a clear, accessible, and concise way that meets the needs of non-technical users.
* Experience and knowledge of building dashboards and data products using business intelligence tools like Power BI or Tableau.
* Some experience or working towards providing operational and technical advice to others, this can include lived experience.
* Experience and knowledge of research, data analysis, and statistics methodologies, and a commitment to innovation and continuous improvement.
* Proven experience and knowledge of using R, SQL and/or similar tools.
* Experience and knowledge of working in the IDI and/or previous experience working with quantitative disability data is desirable.
* Knowledge and understanding of Te Tiriti o Waitangi, Enabling Good Lives, and the UN Convention on the Rights of Disabled Persons.

## Who you will be working with

### Internal

* Data and Insights team
* Policy and Insights Business Group
* Whaikaha kaimahi

### External

* Disability Community
* Disability Data and Evidence Advisory Group and Community of Practice
* Insights Alliance
* Stats NZ
* Other government agencies

## Delegations

The following delegations apply to this position:

* People and Culture –N/A
* Financial – N/A

## 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.

**Position Description** **Updated:** January 2025