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| Senior Data Analyst |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the position

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| The purpose of this position | |
| The Data Systems team manages our agency’s ability to capture and manage data by building data pipelines, transforming and cleansing data so it is easily consumable in our Data and Analytics Platform. The Senior Data Analyst will be responsible for presenting our analysis findings in an easy-to-understand format. You will also work collaboratively with others to identify and implement improvements to data quality and analytic practices. | |
| Team and location | Data Systems & Analytics, Wellington |
| Reporting to | Manager Data Systems |
| Salary band | Band 17 $104,885 - $123,394 - $148,073  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885 - $123,394. |

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| What you will do to contribute |
| * Design and develop visually appealing and interactive Power BI reports and dashboards that effectively communicate data insights and trends. * Collaborate with stakeholders to gather and understand their reporting requirements, translating them into actionable solutions using Power BI. * Build and maintain robust and scalable Power BI datasets that consolidate and transform data from multiple sources, ensuring data accuracy and consistency. * Ensure that Power BI reports and datasets adhere to SIA’s Data Governance practices and standards and comply with data security, privacy, and other policies. * Conduct data analysis to identify trends, patterns and anomalies, and present findings in a clear and concise manner. * Create and maintain documentation, including data dictionaries, user guides, and best practices, to support the adoption and use of Power BI across the organisation. * Promote and facilitate the development of basic PowerBI skills and competencies across SIA. |
| **Stakeholder management**   * Build and maintain effective relationships and partnerships. * Work across the social sector in order to coordinate activity for the Social Investment Agency. |
| **Risk management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. |
| **Health and safety**   * Take responsibility for meeting SIA’s obligations for workplace health and safety. |

## About you – what you will bring specifically

### Experience and knowledge

* Relevant tertiary qualification (particularly Applied Mathematics, Econometrics, Economics, Psychology, Operations Research, Engineering, Physics or Statistics).
* Experience in the analytics field and demonstrated ability to use sophisticated analytic techniques.
* Demonstrated ability to analyse data and generate appropriate reports in a timely manner.
* Experience in using business intelligence tools, ideally PowerBI, for creating data visualisations.
* Ability to work in a multi-disciplinary area.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and SIA’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.