

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

<b>Tūranga / Position:</b>	<b>Analyst – People Data</b>	
<b>Uepū / Wāhanga / Department:</b>	Kiriwhanake - Strategic Kaimahi Planning Wahanga	
<b>Takiwā / Rohe / District:</b>	Te Puna Manaaki	
<b>Wāhi Mahi / Location:</b>	Te Puna Manaaki	
<b>Reports to:</b>	Manager – Strategic Workforce Planning	
<b>Whakatau ki / Direct reports:</b>		
<b>Indirect Reports:</b>		
<b>Māka Pūtea / Salary Grade:</b>	Level 8	
<b>Wā Roanga / Tenure:</b>	Permanent, Fulltime	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Kaimahi within Kiriwhanake</li> <li>• Key stakeholders within TWoA - Kaimahi within TWoA</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Contractors and Suppliers</li> <li>• Consultants</li> <li>• Partner organisations</li> <li>• Relevant external agencies and providers</li> </ul>

### **Pūtake Tūranga / Role Purpose**

This position provides specialised people data analytics and reporting support to the Kiriwhanake Uepū, with a strong focus on delivering high-quality, timely, and actionable insights that enable informed decision-making and continuous improvement. The role is responsible for conducting independent and complex analysis to support human resources programmes, service development, and operational priorities. You will be proficient in report writing for governance and leadership audiences, and contribute to projects and initiatives that enhance service quality and business outcomes. Core responsibilities include the analysis, management, and reporting of quantitative data—primarily using Excel and Power BI—to support strategic and operational needs across Te Wānanga o Aotearoa.

Key Responsibilities	Deliverables / Accountabilities
<b>Role Specific Requirements</b>	-
<b>Reporting and Analysis</b> <ul style="list-style-type: none"> <li>• Provide people data analysis, reporting support, and insights to Kaimahi Services, Health, Safety &amp; Wellbeing, and Kaimahi Experience teams and other key stakeholders as required to enhance kaimahi outcomes and organisational responsiveness.</li> <li>• Coordinate and provide support with the analysis, management, and reporting of quantitative workforce and HR data to inform decision-making across Te Wānanga o Aotearoa.</li> <li>• Maintain and continuously improve a suite of standardised reports and dashboards that reflect workforce metrics and organisational performance.</li> <li>• Support the creation and distribution of HR reports in response to internal and external business requirements, ensuring relevance and accuracy.</li> <li>• Analyse data—including financial, statistical, and workforce-related—to identify current trends, patterns, and performance indicators.</li> <li>• Collaborate with relevant teams to interpret data and predict future workforce trends that support strategic planning.</li> <li>• Actively support Work and Resource Planning efforts across TWoA, contributing to</li> </ul>	<ul style="list-style-type: none"> <li>- Timely and accurate people data analysis is provided to Kaimahi Services, Health, Safety &amp; Wellbeing, and Kaimahi Experience teams, enabling informed decision-making and improved kaimahi outcomes.</li> <li>- Standard reports and dashboards are consistently maintained and updated, reflecting current workforce metrics and supporting operational transparency.</li> <li>- Kiriwhanake reports are created and distributed in alignment with internal and external business needs, with a focus on clarity, relevance, and timeliness.</li> <li>- Data analysis identifies meaningful trends and patterns, contributing to a deeper understanding of organisational performance and future workforce needs.</li> <li>- Interpretative kōrero of data is delivered using appropriate methods (e.g., visual, descriptive, statistical), offering actionable insights that support policy development, process improvement, and risk identification.</li> <li>- Works effectively with cross-functional teams to understand business performance and contribute to strategic planning efforts.</li> <li>- Actively supports Work and Resource Planning initiatives, ensuring alignment with organisational priorities and efficient workload distribution.</li> <li>- Demonstrates understanding of kaupapa Māori and applies culturally appropriate approaches to data analysis and reporting.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
integrated planning and efficient workload allocation.	
<b>Improvement and Quality</b> <ul style="list-style-type: none"> <li>• Provide operational support for change management processes to ensure smooth transitions and minimal disruption to kaimahi and services.</li> <li>• Support the development, coordination, and implementation of HR projects and programmes that align with organisational priorities.</li> <li>• Assist in the delivery of kaimahi experience initiatives that enhance engagement, wellbeing, and organisational culture.</li> <li>• Contribute to the documentation, review, and analysis of HR processes to support continuous improvement and operational efficiency.</li> <li>• Provide guidance and project support for enhancements to HR systems and architecture.</li> <li>• Advise and support leaders and internal stakeholders on the effective use of data metrics, reports, and dashboards to inform decision-making.</li> <li>• Assist with the implementation of new systems, ensuring alignment with organisational needs and user readiness.</li> </ul>	<ul style="list-style-type: none"> <li>- Kaimahi experience initiatives are successfully embedded in the wider business.</li> <li>- HR projects and programmes are delivered in line with the business case and project plan.</li> <li>- Improvement initiatives meet the objectives and scope of change.</li> <li>- Internal customers are confident in how to access and utilise data tools and reports. They know how/where to obtain additional advice and support.</li> </ul>
<b>Operational Support</b> <ul style="list-style-type: none"> <li>• Maintain and update Kiriwhanake HR content on internal SharePoint site Te Kōpua.</li> </ul>	<ul style="list-style-type: none"> <li>- Te Kōpua presence is up-to-date and meets the needs of kaimahi.</li> <li>- Contributions to policy development and compliance are relevant and well-researched. Remuneration and benefit</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<ul style="list-style-type: none"> <li>• Provide content and distribution support for communications relating to operational programmes of work for Kaimahi Services and Kaimahi Experience.</li> <li>• Assist with policy development and compliance with legislation.</li> <li>• Assist with remuneration and benefit processes and procedures.</li> <li>• People data to assist managers and senior leadership in making business decisions.</li> </ul>	<p>processes and procedures are completed on time and meet business deliverables.</p>
<p><b>Collective Leadership:</b></p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>	<ul style="list-style-type: none"> <li>- Coordinates with other functions to solve problems or deliver outcomes.</li> <li>- Encourages collaboration during programme development or delivery cycles.</li> </ul>
<p><b>Kaupapa Matua</b></p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.</p>	<ul style="list-style-type: none"> <li>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Actions of leaders are aligned with Te Wānanga o Aotearoa.</li> <li>- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.</li> </ul>
<p><b>Communications and Relationship Management</b></p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> <li>- Communications are professional and can be adapted to manage relationships with local partners, kaimahi, and service users.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<b>Information Management</b> Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	<ul style="list-style-type: none"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> <li>- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.</li> </ul>
<b>Health and Safety</b> Uphold and comply with the Health and Safety at Work Act 2015.  Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.	<ul style="list-style-type: none"> <li>- Reports potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures.</li> <li>- Leads with empathy. Supports kaimahi work-life balance.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.</li> </ul>
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

## Person specification

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Degree in Business, Data Science or related field.</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<b>Essential Experience and Skills:</b>  <i>Please list role specific skills and years of experience</i>	<ul style="list-style-type: none"> <li>- 5+ years working in quality improvement and/or data analysis.</li> <li>- 2+ years' experience in an HR environment.</li> <li>- Knowledge of Human Resource Management/Information Systems (HRMS/HRIS).</li> <li>- Proficiency with Excel and its role in quantitative data including descriptive and inferential statistical analyses.</li> <li>- Experience in cleaning and management of data in Excel, including identification of patterns and gaps.</li> </ul>

	<ul style="list-style-type: none"> <li>- Experience of business intelligence tools, specifically Power BI, with ability to manipulate, manage, combine and enhance data.</li> <li>- Strong ability at presenting analysis in a clear manner, and in a timely fashion to be used for decision making when required.</li> <li>- Ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.</li> <li>- Knowledge of current NZ employment law and HR practices and can relate this to an organisational context (preferable).</li> <li>- Competent user of Microsoft Office Suite and HRMIS, or ERP systems.</li> <li>- Proven ability to use data analysis software e.g. Power BI</li> <li>- Experience in using SharePoint (highly desirable)</li> <li>- Knowledge and practical experience of best practice in all HR functions, policy and practice.</li> <li>- Highly developed written and oral communication, good presentation and facilitation skills.</li> <li>- Understanding of the education / academic sector (highly regarded).</li> <li>- Ability to build strong relationships with a wide range of people.</li> <li>- Strong consultative, collaborative and proactive approach to work.</li> <li>- Strong organisational and administrative abilities.</li> <li>- Proven ability to maintain confidentiality and at the same time, display emotional intelligence.</li> <li>- Possesses an understanding of the Privacy Act 2020 and how this applies to the use of data.</li> </ul>
<b>Āhuatanga Māori</b>	<ul style="list-style-type: none"> <li>- Willing to participate in cultural activities and motivated to develop an understanding of āhuatanga Māori (values, culture and tikanga).</li> <li>- Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly.</li> <li>- Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour.</li> </ul>

	<ul style="list-style-type: none"> <li>- Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga.</li> <li>- Actively applies Te Wānanga o Aotearoa values in the workplace.</li> <li>- Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace.</li> </ul>
<b>Essential Attributes:</b>	<p><b>Customer Focused</b></p> <ul style="list-style-type: none"> <li>- Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</li> </ul> <p><b>Listening</b></p> <ul style="list-style-type: none"> <li>- Practices attentive and active listening and has the patience to hear people out and is perceived to have good rapport and reputation by others.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>- Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates roadblocks and develops contingencies to redirect tasks so momentum is maintained.</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>- Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</li> </ul> <p><b>Quality Orientation</b></p> <ul style="list-style-type: none"> <li>- Produces high quality work and results.</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>- Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals. Strong business partnering skills and ability to engage, inspire and influence at all levels.</li> </ul>