

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”.

Tūranga / Position:	Strategic Analyst Ako	
Uepū / Wāhanga / Department:	Ako Excellence	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Aukaha Ako Strategy	
Whakatau ki / Direct reports:	0	
Indirect Reports:	0	
Māka Pūtea / Salary Grade:	8	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> All Te Wānanga o Aotearoa (TWOA) kaimahi
	External:	<ul style="list-style-type: none"> External Stakeholders (Contractors and Suppliers) Tauira, iwi, hapū and whānau Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the Strategic Analyst Ako is to support the management of the uepū and undertake any analysis, data reporting, strategic planning and regulatory compliance to support Ako and ensuring alignment with Te Wānanga o Aotearoa values and strategic objectives.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	Strategic Planning and Insight <ul style="list-style-type: none"> - Support the Ako Strategy function in: <ul style="list-style-type: none"> ○ The development of TWOA's and Ako strategic planning and business development ○ Implementing the strategic planning and reporting framework for Ako that aligns with TWOA's strategic

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	<p>plan.</p> <ul style="list-style-type: none"> ○ Undertaking quality business research and analysis. ○ Scenario planning and forecasting models to anticipate future challenges and opportunities for Ako. <p>Operational Support</p> <ul style="list-style-type: none"> - Responsible for contributing to the planning, development, implementing and monitoring of education delivery. - Actively support the development and maintenance of enrolment plans, ensuring plans are accurate and up to date. - Support contractor engagement and management processes including implementation of process and system change. - Responsible for supporting Ako with academic functions requiring analyst expertise including enrolment data and trends to support enrolment planning; academic performance monitoring (AMR); and academic administration reporting and monitoring (learning hours, attendance, LMS usage etc.) - Responsible for contributing to the development of appropriate Ako business processes and the identification and implementation of systems that support implementation of policy and procedures and achievement of business development and operational activities to deliver agreed outcomes. - Provide Ako related financial information and analysis. - Contribute to development and monitoring of upeū budgets.
<p>Problem Solving Requirements including but not limited to:</p> <p>Decision-Making Authority & Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> - Keeps upline informed of complex, strategic or people-related issues.

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<p>Authorities including but not limited to:</p> <p>Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p> <p>Size of the budget the role is responsible for, and/or level of financial decision-making authority.</p> <p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p>	<ul style="list-style-type: none"> - Demonstrating Kaitiakitanga through responsible cost awareness and actions, including delegated budget responsibilities. - Acting according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.
<p>Kaupapa Matua</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"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of Leaders are aligned with Te Wānanga o Aotearoa. - Hold others accountable for applying Ngā Uara in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
<p>Communications and Relationship Management</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"> - Collaboration with providers, and cross-sector stakeholders. - Relationships with key decision makers and opinion leaders is positive and constructive.
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
<p>Health and Safety</p> <p>Uphold and comply with the</p>	<ul style="list-style-type: none"> - Reports and encourages the reporting of potential risks, incidents and near misses so the organisation can

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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.	investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Leads with empathy. - Supports kaimahi practice that enhance wellbeing.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
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. 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.	

Person specification

Qualifications: <i>Please list role specific qualifications</i>	- A bachelor's degree in Business, Public Policy, Data Analytics, Education, or a related field. - Post Graduate qualification in relevant field would be of advantage - Full NZ Drivers Licence.
Essential Experience and Skills: <i>Please list role specific skills and years of experience</i>	- 3+ years' experience in an analyst role within a large organisation - 2+ years' experience in a role requiring research and strategic analysis - Advanced user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) - Excellent written and oral communication skills - Excellent relationship management skills - Confident in reporting, data collation and presentation - Proven ability to analyse, investigate and interpret data, issues and situations - Sound understanding of risk management processes and procedures - Excellent planning and project/task management skills

	<ul style="list-style-type: none"> - Proven ability to develop and implement strategies
Āhuatanga Māori	<ul style="list-style-type: none"> - Ability to use basic Te Reo Māori and willing to increase capability in Te Reo and āhurutanga Māori. - Ensures an environment where self and team participate in cultural activities, such as pōwhiri/karakia/Te Whariki. - Te kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Engages with governance stakeholders. - Prepares reports and briefings. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Applies insights (e.g., pricing strategy, workforce gaps) to inform operational plans and guide operational decisions. - Promotes integrated thinking across services. - Collaborates with other uepū and/or wāhanga to ensure decisions reflect tauira, kaiako, kaimahi and community needs. <p>Financial Responsibility</p> <p>Understands the importance of budgets and is able to apply to their area of responsibility or oversees budgets.</p> <p>Communication, Motivational and Empowerment Skills</p> <ul style="list-style-type: none"> - Uses story telling and examples to create connection, translate vision into action and adapt to organisation purpose and direction. <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none"> - Implements systems and analytics for planning. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none"> - Applies data to improve team performance. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none"> - Applies innovation frameworks. - Embeds ongoing improvement or mātauranga-driven change.