

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 – Quality Improvement</b>	
<b>Uepū / Wāhanga / Department:</b>	Ako Excellence/ Quality Programme Lifecycle	
<b>Takiwā / Rohe / District:</b>	Te Ihu, Te Waenga, Te Kei	
<b>Wāhi Mahi / Location:</b>	As per Letter of Offer	
<b>Reports to:</b>	Aukaha Quality Assurance	
<b>Whakatau ki / Direct reports:</b>	n/a	
<b>Indirect Reports:</b>	n/a	
<b>Māka Pūtea / Salary Grade:</b>	8	
<b>Wā Roanga / Tenure:</b>	As per letter of offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Programme Lifecycle teams</li> <li>• Te Wānanga o Aotearoa (TWOA) kaiako and kaimahi ako</li> <li>• TWOA site/campus kaimahi and taura (location specific)</li> <li>• Development and Quality Assurance teams</li> <li>• Ako Excellence kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• External Stakeholders (Contractors)</li> <li>• Taura, iwi, hapū and whānau</li> <li>• Relevant external agencies and providers (TEC, MoE, NZQA, ISBs)</li> </ul>

### **Pūtake Tūranga / Role Purpose**

The primary purpose of the Analyst – Quality Improvement role is to enhance the quality and effectiveness of programme delivery through the coordination of systematic monitoring, review, and continuous improvement processes. This role supports ongoing improvement by leading the collection, analysis, and interpretation of evidence-based, data-informed insights. It also contributes to organisational readiness for annual reporting under New Zealand Qualifications Authority (NZQA) rules and guidelines.

Key Responsibilities	Deliverables / Accountabilities
<p><b>Role Specific Requirements</b></p>	<p><b>Strategic and Analytical Thinking</b></p> <ul style="list-style-type: none"> <li>- Lead the development and ongoing management of a Quality Improvement Plan (QIP), using data-informed insights to identify and address quality issues and support strategic decision-making.</li> <li>- Undertake comprehensive analysis of programme performance and stakeholder evidence to inform the review, redevelopment, and enhancement of programmes, demonstrating ongoing relevance, coherence, and graduate outcome achievement.</li> <li>- Interpret internal and external data, including NZQA Quality Assurance findings, to ensure alignment with quality standards and sector expectations.</li> </ul> <p><b>Programme Quality Assurance and Evaluation</b></p> <ul style="list-style-type: none"> <li>- Support scheduled programme reviews to identify strengths, risks, and opportunities for improvement, ensuring findings contribute to evidence-based programme enhancement.</li> <li>- Support the Analysts - Quality Review and Improvement in the implementation of scheduled reviews, ensuring methodological rigour and consistency with organisational policies.</li> </ul> <p><b>Programme Development and Lifecycle Management</b></p> <ul style="list-style-type: none"> <li>- Support the programme redevelopment process for assigned portfolio programmes, working collaboratively with Programme Lifecycle and Development teams to ensure design meets quality, compliance, and strategic intent.</li> <li>- Oversee the annual programme maintenance and review cycle, ensuring key milestones are met and continuous improvement outcomes are documented in accordance with Te Wānanga o Aotearoa procedures.</li> <li>- Ensure programmes are well prepared for internal and external qualification reviews, approval events, and other quality milestones required by Te Wānanga o Aotearoa (TWOA) and NZQA.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<p><b>Driving for Business Performance:</b></p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <ul style="list-style-type: none"> <li>- Responsibility for specific KPIs or performance and or reporting metrics.</li> <li>- Role in organisational success (e.g. service delivery, financial targets, culture).</li> </ul>	<ul style="list-style-type: none"> <li>- Accountable for task completion and quality.</li> <li>- Sets clear direction for self and is able to self-manage</li> <li>- Uses initiative</li> <li>- Seeks own development and takes accountability.</li> <li>- Provides feedback and builds trust.</li> <li>- Contributes to team capability and cohesion.</li> </ul>
<p><b>Problem Solving Requirements including but not limited to:</b></p> <p>Decision-Making Authority &amp; 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"> <li>- Makes task decisions within role scope.</li> <li>- Escalates complex, strategic or people-related issues.</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</li> <li>- Te Wānanga o Aotearoa.</li> <li>- Actions are aligned with Te Wānanga o Aotearoa leaders.</li> <li>- Ngā Uara are applied in a manner that protects the mana of</li> <li>- 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>- Communication style and frequency supports internal and external contact with stakeholders.</li> </ul>

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<p><b>Information Management</b></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"> <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>
<p><b>Health and Safety</b></p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>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.</p>	
<p><b>Other Duties</b></p>	<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

<p><b>Qualifications:</b></p> <p>Please list role specific qualifications</p>	<ul style="list-style-type: none"> <li>- A bachelor's degree in a relevant field such as Data Analytics, Statistics, Education, Social Sciences, or a related discipline.</li> <li>- A postgraduate qualification in a related area is desirable.</li> <li>- Certification or professional development in analytics or data visualisation tools (e.g. Power BI, Tableau) is an advantage</li> </ul>
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<p><b>Essential Experience and Skills:</b></p> <p>Please list role specific skills and years of experience</p>	<ul style="list-style-type: none"> <li>- At least 5 years’ experience in data analysis, evaluation, or applied research, preferably within a tertiary education or comparable context.</li> <li>- 2+ years’ experience in a role with responsibility for relationship management. Specifically with the demonstrated ability to work collaboratively across teams to provide advice, guidance or support in interpreting and communicating complex information to non-technical stakeholders.</li> <li>- Demonstrated expertise in survey design and administration, including familiarity with best practices for engagement and response optimisation.</li> <li>- Advanced proficiency in data analysis and visualisation tools, particularly Power BI or similar platforms.</li> <li>- Proven experience contributing to regulatory or compliance reporting (e.g. NZQA, TEC).</li> <li>- A deep understanding of kaupapa Māori and a commitment to reflecting these principles in all aspects of work.</li> <li>- Proven experience working and supporting diverse client groups.</li> <li>- Proven ability to analyse, investigate and interpret data, issues and situations.</li> <li>- Strong communication and relationship management skills.</li> </ul>
<p><b>Āhuatanga Māori</b></p>	<ul style="list-style-type: none"> <li>- Demonstrated commitment to participating fully in cultural activities on-site (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values.</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> <li>- Te Kaupapa Mātua is understood and applied to mahi and relationships.</li> </ul>
<p><b>Essential Attributes:</b></p>	<p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Understands organisation’s purpose.</li> <li>- Can articulate how their role contributes to organisational goals.</li> <li>- Contributes ideas. Understands how tasks relate to wider goals.</li> </ul> <p><b>Financial Responsibility</b></p>

	<ul style="list-style-type: none"><li>- Uses resources responsibly.</li><li>- Understands cost implications.</li></ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"><li>- Uses advance digital tools, especially in the field of document management, planning and development.</li></ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"><li>- Understands relevant data.</li></ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"><li>- Actively reviews, implements and documents continuous improvements.</li><li>- Adapts a continuous improvement mind-set and practices.</li></ul>
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