

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:	Analyst – Takiwā Data & Performance	
Uepū / Wāhanga / Department:	Ako Excellence / Ako Takiwā Delivery	
Takiwā / Rohe / District:	Takiwā (Te Ihu, Te Waenga, Te Kei)	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Aukaha - Ako Takiwā Delivery	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 8 Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • All Te Wānanga o Aotearoa (TWOA) kaimahi • Takiwā Senior Leadership Team (SLT) • Takiwā Managers • Takiwā Kaiako & Kaimahi Ako
	External:	<ul style="list-style-type: none"> • Iwi / Hapū • Community • Consultants • External Auditors

Pūtake Tūranga / Role Purpose

The primary purpose of the Analyst -Takiwā Data & Performance role is to provide high quality, comprehensive and accurate data analytic support to the Aukaha - Ako Takiwā Delivery and their teams.

The role will support Aukaha - Ako Takiwā Delivery to lead and coordinate the development and maintenance of Takiwā enrolment plans and other key Ako related reporting and data functions. This will include enrolment and academic performance data analysis, trends and environmental scanning to support effective enrolment planning; academic performance and academic compliance monitoring (learning hours, attendance, learning management system usage etc.)

The Analyst – Takiwā Data will also be required to provide analytic requirements for the Takiwā Senior Leadership Team (SLT) as required.

Key Responsibilities	Deliverables / Accountabilities
Takiwā Enrolment Plan	<ul style="list-style-type: none"> - Provide high quality support to lead and coordinate the development and maintenance of Takiwā Enrolment Plans (EP) as per the Te Wānanga o Aotearoa (TWOA) standard enrolment plan development guidelines, templates and timeframes. - Ensure consistent practices are followed and maintained with Takiwā EPs across all Takiwā. - Collate and analyse relevant data to support the Aukaha - Ako Takiwā Delivery and their teams to make informed decisions when developing EPs to ensure they meet Takiwā needs i.e. environmental scanning, historic enrolment and academic performance data and trends etc. - Lead and coordinate the maintenance of Takiwā EPs within required timeframes as per the TWOA standard enrolment plan development guidelines, templates and timeframes to ensure they are up to date and accurate, including daily updates during peak enrolment periods. - Actively support with the integration of the new EPC system for enrolment plan development. - Ensure all Takiwā EPs remain live on Te Kōpua.
Takiwā Academic Compliance Reporting	<ul style="list-style-type: none"> - Provide high quality support and technical assistance to the Aukaha - Ako Takiwā Delivery to lead and coordinate the reporting and analysing of academic performance (retention, completion and graduation) as per TWOA standard academic monitoring processes. - Provide high quality support and technical assistance to the Aukaha - Ako Takiwā Delivery to lead and coordinate the reporting and analysing of academic compliance requirements as per TWOA standard academic compliance monitoring processes. - Provide support to Aukaha - Ako Takiwā Delivery to lead and coordinate the reporting of TDS, attendance, retention plans, late early withdrawals, learning hours, learning management system engagement and other required data. - Provide support to Aukaha - Ako Takiwā delivery to ensure consistent practices are followed and maintained across all Takiwā for academic compliance, reporting and monitoring.
Training	<ul style="list-style-type: none"> - Provide effective and comprehensive training on enrolment

Key Responsibilities	Deliverables / Accountabilities
	<p>planning, academic performance and compliance monitoring processes in a professional manner to achieve quality outcomes.</p>
<p>Ako Excellence Projects & Initiatives</p>	<ul style="list-style-type: none"> - Provide high quality data analytics support and technical assistance for Ako Excellence Uepū related projects and initiatives as required including but not limited to moderation, programme reviews and pilot programme readiness.
<p>Other Data Analysis & Reporting Support</p>	<ul style="list-style-type: none"> - Provide high quality support and technical assistance to the Takiwā SLT for any projects and initiatives requiring data analysis. - Work with and support other uepū/wāhanga requiring data analysis and reporting support as required. - Provide leave cover for other Analyst - Takiwā Data kaimahi as required.
<p>Building Relationships</p>	<ul style="list-style-type: none"> - Create, develop and maintain positive, professional and effective relationships with all kaimahi, external custom and stakeholders. - Demonstrate professional behaviour in all interactions with stakeholders, ensuring no substantiated complaints are received regarding the service provided.
<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 are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and</p>	<ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.

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legislation.	- 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 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>	<ul style="list-style-type: none"> - Report 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. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
<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

Qualifications:	<ul style="list-style-type: none"> - Bachelor's degree in a relevant field such as Data Analytics, Statistics, Education, Social Sciences, or a related discipline. - A postgraduate qualification in a related area is desirable. - Certification or professional development in analytics or data visualisation tools (e.g. Power BI, Tableau). - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	<ul style="list-style-type: none"> - 4+ years' experience in data analysis and information management. - 4+ years' experience in quality assurance and compliance. - Advanced user knowledge of Microsoft suite of applications (i.e. Outlook, MS Teams, Excel, word, Powerpoint, Publisher). - Accurate and proficient in typing and data entry skills. - Excellent written and oral communication skills.
Āhuatanga Māori	- Demonstrated commitment to participating fully in cultural



	<p>activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values.</p> <ul style="list-style-type: none"> - Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
<p>Essential Attributes:</p>	<p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Understands organisation’s purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. <p>Communication, motivational and empowerment skills</p> <ul style="list-style-type: none"> - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. <p>Planning</p> <ul style="list-style-type: none"> - 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. <p>Technical Credibility</p> <ul style="list-style-type: none"> - Uses technical knowledge, expertise and skills to perform effectively within a specific area or function. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none"> - Understands simple data. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none"> - Suggests improvements. - Adapts practices.