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:	Senior Advisor – Insights, Analytics & Systems	
Uepū / Wāhanga / Department:	Tauira Engagement and Experience, Nga Amo Tiatia (National Tauira Services)	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Team Lead – National Tauira Services	
Whakatau ki / Direct reports:	N/A	
Indirect Reports:	N/A	
Māka Pūtea / Salary Grade:	L7	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	**Internal:**	• All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	• External Stakeholders (Contractors • and Suppliers) • Tauira, iwi, hapū and whānau • Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose:

The Senior Advisor – Insights, Analytics & Systems provides specialist analytical expertise that strengthens organisational understanding of tauira experiences and outcomes. Grounded in kaupapa Māori values, the role delivers high-quality research, insights, and evidence-based recommendations that support mana-enhancing practice, equitable access, and informed decision-making. It contributes strategic reporting and analysis across organisational workflows and national monitoring obligations, ensuring tauira needs, aspirations, and success drivers remain central. The role provides operational oversight and administration of Te Kōpuretanga Scholarships systems and associated workflows, supports capability-building across takiwā through training, guidance, and subject matter expertise, and maintains the integrity and optimisation of support management systems. Through these responsibilities, the role enhances data quality, usability, and organisational insight while upholding manaakitanga, whanaungatanga, and rangatiratanga for tauira and their whānau.

Key Responsibilities	Deliverables / Accountabilities
Analytics & Reporting	- Provide high quality analytics and insights that enhance organisational understanding of tauira experiences, outcomes, and equity trends. - Deliver timely reporting and analysis across organisational priorities, identifying trends that influence tauira participation, engagement, and success. - Contribute analytics to Code of Practice assurance and Disability Action Plan monitoring, supporting equitable and mana enhancing practice. - Contribute to national reporting requirements, including datasets such as Services and Supports for Disabled Learners, SDR, and NZQA monitoring. - Coordinate and deliver analysis of National Tauira Services related surveys, ensuring results are accurate, timely, and strengthen organisational insight. - Provide analytical and reporting support to the Tauira Voice workflow, including trends, concerns/complaints, and responsiveness monitoring. - Deliver timely, accurate, and strategically relevant reporting across National Tauira Services, equity, and monitoring requirements, ensuring insights drive improved tauira wellbeing, participation, and success. - Provide analytical insights, evidence, and recommendations that support strategic priorities, organisational transformation initiatives, and future-focused service design across National Tauira Services. - Monitor and report on Te Kōpuretanga scholarship performance, outcomes, and effectiveness.
System Support	- Maintain and optimise support management systems, ensuring data integrity, consistency, and alignment with organisational and external reporting requirements. - Administer Te Kōpuretanga scholarship systems, workflows, and user support processes. - Provide guidance that supports consistent and effective use of management systems across takiwā. - Support the delivery of training and capability-building initiatives across takiwā. - Identify system enhancements that improve data quality, usability, and Kaupapa aligned decision-making.
Tauira Success	- Contribute to organisational understanding of retention, early withdrawal, engagement patterns, and barriers to success through evidence based analysis grounded in equity and inclusion.

Key Responsibilities	Deliverables / Accountabilities
	- Support root cause investigations into tauira withdrawals and related issues, identifying systemic, cultural, or access related barriers that may impact equitable participation and achievement. - Provide insights that strengthen equity focused decision making, ensuring diverse tauira needs, aspirations, and experiences inform continuous improvement across Tauira Services. - Identify emerging trends, risks, and predictive indicators, providing actionable insights that support proactive interventions and improved tauira outcomes.
Quality Improvement and Relationships	- Support the development and refinement of data collection methods, analytical tools, and reporting frameworks that enhance visibility of tauira outcomes and organisational learning. - Collaborate with analysts and organisational functions to ensure consistent, high-quality analytical practice, reporting standards, and evidence-based decision-making. - Provide analytical expertise to support continuous improvement initiatives across National Tauira Services.
Operational Support	- Develop tracking tools that strengthen workflow visibility and support team effectiveness. - Provide targeted analysis and recommendations that enhance system performance and usability. - Develop a Kaupapa aligned research and data framework that strengthens insight generation.
Driving for Business Performance Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics.	- Produce KPI aligned reporting that highlights organisational trends and supports evidence based decision making. - Analyse system performance, operational issues, and trends to enhance effectiveness. - Support leadership by providing concise analytical collateral that strengthens performance improvement.
Financial Responsibility	- Uses resources responsibly. - Understands cost implications.
Problem Solving Requirements including but not limited to Decision-Making Authority & Delegations	- Makes task decisions within role scope. - Escalates complex, strategic, or people-related issues. - Follows established processes.

Key Responsibilities	Deliverables / Accountabilities
Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	
Kaupapa Matua 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.	- 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
Communications and Relationship Management Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Communication style and frequency support constructive engagement with internal and external stakeholders. - Establish and maintain strong relationships with key stakeholders to support strategic partnerships. - Contribute to collaborative projects that strengthen pathways and outcomes for tauira. - Maintain the highest standard of personal and organisational integrity, consistently demonstrating Ngā Uara and Ngā Takepū in day-to-day duties. - Ensure all actions consider the impact on stakeholders, tauira, and organisational objectives, promoting organisation reputation and credibility. - Build relationships that enhance the tauira journey and strengthen decision making. - Work constructively with peer SMEs and partners to support aligned, high-quality outcomes for tauira.
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- 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.
Health and Safety	- Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm

Key Responsibilities	Deliverables / Accountabilities
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.	or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Promotes personal and team wellbeing. 1. Recognises and actively manages stress.
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:	- Bachelor's degree in education, Social Science, or similar field. - Full NZ Drivers Licence (Class 1).
Essential Skills and Experience:	- 5+ years' experience in the tertiary education sector. - 5+ years' experience analysing, investigating, and interpreting data, issues, and situations. - 2+ years' experience in project management, strategic development, customer needs analysis. - 2+ years' experience in research design, including quantitative and qualitative analysis. - Strong technical skills in database management, data modelling, including data mining and segmentation. - Excellent analytical, problem-solving, and communication skills, including written, oral, and presentation skills. - Strong capability in delivering strategic advice and engaging with senior/executive stakeholders. - Advanced skills in negotiating, influencing, and applying

	lean business methodologies, revenue and business modelling, and project management tools. - Sound understanding and application of purpose- and design-centred thinking. - Experience developing and maintaining Power BI dashboards, SQL-based datasets, automated reporting solutions, and data visualisation products. - Experience working with enterprise information systems, data warehousing environments, and platforms such as Salesforce Marketing Cloud.
Āhuatanga Māori	- Willing to participate in cultural activities and motivated to develop an understanding of āhuatanga Māori (values, culture, tikanga). - Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly. - Understands and uses basic te reo Māori phrases, mihi, and greetings (TARM Level 2 or equivalent). - Prepared to increase knowledge, understanding, and everyday use of te reo Māori and āhuatanga Māori, and support other kaimahi in the same endeavour. - Actively applies Te Wānanga o Aotearoa values in the workplace.
Essential Attributes:	**Analytical Ability** - Analyses, investigates, and interprets data, issues, and situations. **Attention to Detail** - Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. **Governance Awareness & System Leadership** - Understands governance roles. - Adheres to delegated authority. **Critical Thinking and Strategic/Planning Contribution** - Understands organisation's purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals.

	Communication, motivational and empowerment skills - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. **Digital & Technology Fluency, Adoption & Modernisation** - Uses basic digital tools. **Data-Informed Decision-Making** - Understands complex data. **Innovation & Continuous Improvement** - Suggests improvements. - Adapts practices.