

Principal Analyst, Data & Insights

REPORTS TO	Director, Data & Insights
LOCATION	Wellington
SALARY BAND	18
BUDGET/FINANCIAL RESPONSIBILITIES	No
DIRECT REPORTS	NIL
DATE	September 2025

About the Ministry

The Ministry for Pacific Peoples (The Ministry) is the government's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in New Zealand. We bring the Pacific voice, perspective, and understanding into policy and government decision-making. We walk alongside our people and empower them to thrive, whether it is accessing life changing learning opportunities or help finding jobs to support their families for example. Our purpose is to weave the aspirations of Pacific peoples into a thriving Aotearoa.

The Ministry's mission is 'enriching Aotearoa with thriving Pacific communities through policy advice, Pacific knowledge and expertise, innovation, partnerships and leadership, and communications and engagement'. Our vision is a Pacific Aotearoa where we all thrive.

We are guided by Pacific values: *Ola fetufaaki* (Reciprocity), *Tapuakiga* (Spirituality), *Soalaupule* (Consensus), *Piri'anga* (Collectivism), *Fakalilifu* (Respect), *Magafaoa* (Family), and *Aro'a* (Love).

Directorate/Team Purpose

The Policy and Insights directorate combines critical functions of the Ministry and includes the Data and Insights team. This team leads the collection and use of high-quality Pacific data and insights development to drive decision-making on priority areas for Pacific peoples. They work alongside agencies to influence and analyse Pacific data and monitor and report on the performance of the system. The team ensures the Ministry is an evidence driven organisation, supported by high quality data and insights to ensure they are well positioned for the future. This team is responsible for providing evidence and measurable outcomes for Pacific peoples based on robust data and insights.

Role Purpose

The Principal Analyst, Data & Insights leads the providing technical leadership, offering expert guidance on analytical methods and leading the development of data analysis processes.

Role Responsibilities

- Lead the collation, analysis, and utilisation of Pacific data to inform decision-making processes.
- Provide guidance and mentorship to junior analysts.

- Develop and deliver the data and insights strategy for the Ministry alongside the Director, Data & Insights.
- Collaborate with internal and external stakeholders to identify key priorities and initiatives.
- Ensure alignment of data and insights initiatives with organisational goals and objectives.
- Monitor performance and carry out analysis of outcomes,

In order to successfully carry out this role, the following organisational capabilities also need to be demonstrated:

CAPABILITY	CRITICAL SUCCESS FACTORS
Pacific Commitment & Knowledge	• Can articulate how effective functioning of the Ministry relates to the success of Pacific Aotearoa. • Actively champions Ministry programmes and services. • Ability to identify critical priorities to align with the needs of the Pacific Communities. • Contributes to the Ministry's engagement with Pacific communities, leaders, organisations, and groups as required.
Public Sector Savvy	• Has a good understanding of the machinery of government. • Familiar with processes, systems, and tools to inform decision-making on Ministry matters. • Has experience working in other Public Sector agencies at a senior/principal level. • Establishes and maintains good relationships with peers across Government and within other relevant sectors and organisations.
Stakeholder and Community Engagement	• Provides trusted advice to the Secretary, Executive Leadership, and the Minister's office while maintaining their role as representative of the Ministry. • Ensures stakeholder expectations are effectively managed, including where these are unable to be delivered on, while still maintaining role as trusted advisor. • Establishes and maintains strong relationships with professional peers across government and within other relevant sectors and organisations.
Thought Leadership	• Role modelling of our organisational values represented in Ō Tatou Nei. • Can articulate a clear rationale for decisions and recommendations and demonstrate an understanding of why other alternatives were not pursued to senior leaders. • Excellent ability and understanding to apply good organisational practice, including setting strategic priorities, managing risks, and promoting effective and innovative approaches to problem solving. • Thinks strategically at an organisational level and sees organisational issues through a range of lenses and stakeholder perspectives; and recognises broader cross-organisational implications and connections between organisational issues.

CAPABILITY	CRITICAL SUCCESS FACTORS
	Fosters a continuous improvement culture across their Directorate so that people across multiple teams are encouraged and empowered to identify and seize opportunities to enhance business performance.

Key Relationships

Internal

- Secretary for Pacific Peoples
- Deputy Secretary, Policy & Insights
- Executive Leadership Team
- Directors
- All staff across the Ministry

External

- Public Service Commission
- Data & Insights specialists in related government agencies

Experience & Qualifications

- Proven ability to analyse complex datasets, identify trends and insights, and translate findings into actionable recommendations to support organisational objectives.
- A demonstrated capacity to exercise sound judgment and decision-making within intricate and dynamic environments.
- A good understanding of the machinery of government and public sector processes and systems.
- Familiarity with legislative frameworks, regulatory requirements, and administrative procedures relevant to the organisation's context, enabling effective navigation and compliance within the governmental landscape.
- Strong skills in building and managing relationships with stakeholders, including internal teams, external partners, and governmental entities.
- The ability to communicate effectively, negotiate persuasively, and cultivate collaborative partnerships to drive collective goals and initiatives forward.

Other Role Considerations

Health and Safety

All employees are expected to be aware of and comply with their responsibilities under the Health and Safety at Work Act 2015. In conjunction with the Act, employees must abide by the Ministry's Health & Safety Policy and Guidelines.

All employees will also be expected to:

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person.

- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

Privacy and Security

All employees must be aware of and comply with the Ministry's Privacy, Information Management, and Information Security policies and guidelines as well as incident reporting requirements.

Employees must also abide by the Privacy Act 2020. Employees are expected to:

- understand the principles and practice of good privacy and information management
- appropriately handle and manage personal and official information collected and held by the Ministry
- protect information from unauthorised use or disclosure.

Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou Mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.