

Position Description

Position Title - Ingoa Tūranga

Lead Information Analyst (403302, 403728)

Group - Puni

People and Operations (P&O)

Division - Tānga

Information Management Division (IMD)

Reports to - Menetia

Chief Data Officer (401189)

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

As the Lead Information Analyst you will:

- Identify and analyse information and data repositories and processes to develop new ways of integration, consolidation and access for the Ministry.
- Lead the incorporation of information and data elements within system design and architecture
- Lead the development of specifications for managing enterprise information
- Work with various teams to define data and information requirements for projects, technology, and systems
- Communicate and engage with business units to develop a strong understanding of their information and data needs

You will also ensure that all aspects of information analysis and requirements gathering processes are completed with the highest degree of accuracy and quality.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Information/Data Management

- Ensures the incorporation of information management aspects into technology and systems including contributing to the development of business systems, processes and procedures
- Lead the identification of information and data repositories across the Ministry
- Support the redefinition of the Ministry's information lifecycle and its implementation and incorporation in system architecture
- Lead the categorisation of information/data into a more consumable and accessible format
- Responsible for identifying plans for building data repositories and analytics/reporting tools
- Responsible for maintaining the organisations information structures and metadata schemas for all systems
- Solve complex information related problems using a variety of technical and analytical skills
- Leadership in information/data management, metadata management, and data governance operations
- Validates information delivery by evaluating information/data flows and studying user feedback
- Contribute to the formulation of the Open Data Programme for MFAT and provide expert advice to Ministry staff for the capture, collation and release of high value public data
- Identifies user requirements by researching and analysing user needs, preferences, objectives, and working methods for the consumption and categorisation of information
- Research practical and conceptual global trends and issues and recommend improvements regarding user access and consumption of information

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Lead Information Analyst will have the following experience, skills and knowledge:

Experience:

- Extensive experience developing content (information) architectures and configurations which are user-centred and support good information governance.
- Experience of different methods and techniques to document information and capture information needs
- Comprehensive knowledge of information/data management concepts and best practices
- Understands information structures and metadata schemas

Skills and knowledge:

- A post graduate qualification in information management plus 5 years experience in a similar role or graduate qualification in information management plus 10 years experience is essential.
- Knowledge of good information management and information architecture best practice and compliance obligations
- Ability to assimilate large amounts of information and turn it into actionable insights and architectures
- Research, analysis and judgement to develop appropriate recommendations

- Excellent oral and written communication skills
 - Strong interpersonal and influencing skills
 - Work under pressure
 - Work collaboratively and flexibly as part of a tight-knit team
 - Communicate, collaborate and support staff from all levels of the organisation
 - Political and organisational savvy
 - Sensitive to and appreciative of EEO issues
 - Work with people from other cultures
 - The ability to facilitate complex tasks in a multi-disciplinary environment
 - Sound understanding of tikanga and Te Tiriti o Waitangi principles
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Relationships - Pātahitanga

The Lead Information Analyst position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional Manager, Unit Manager, and Team Leader
- Knowledge, Information and Analytics Unit
- Data and Analytics team (within the Unit)
- Ministry Data Community
- Division staff
- Programme and Project Staff
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

Other government departments and agencies

Delegations - Whakatautapatanga

- The role is responsible for the management of no direct reports.
 - Delegations are set out in the Ministry's Instrument of Delegation.
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Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship.
 - You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
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References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>