

# Position Description

## Position Title - Ingoa Tūranga

Senior Data and Reporting Analyst [P401590]

## Group - Puni

Pacific and Development Group

## Division - Tānga

Development Policy and Performance

## Reports to - Menetia

Unit Manager, Portfolio Management Unit

### 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 ē 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

The Development Policy and Performance division will be responsible for providing strategic direction, governance, and quality assurance for New Zealand's IDC Programme. The division will:

- Set strategic development policy direction and engagement to ensure coherence across the Ministry's foreign and development policy priorities
- Steward the IDC Programme's integrated policy and strategic architecture, including the IDC Priorities Framework
- Guide IDC funding allocation to support development priorities
- Manage and monitor the IDC Programme through:
  - IDC Programme planning (PDG Plans)
  - Monitoring and reporting on PDG Plan progress and outcomes
  - Managing and monitoring IDC portfolio risks and issues
  - Evaluating IDC performance, effectiveness, and compliance
- Support effective governance of the IDC Programme
- Provide evidence-based data and insights to inform decision-making by PDG and partners
- Establish and maintain business processes and systems that enable good practice and support the effective planning and delivery of IDC Activities.

This role will be a member of the Portfolio Management Unit (PMU). The Portfolio Management Unit will be responsible for supporting the effective planning and governance of IDC funding through:

- Strategic oversight, advice, and governance and reporting on IDC funding performance management, effectiveness, and compliance
- Management of IDC funding risk, including advice on risk tolerance
- IDC funding expenditure forecasting and foresight
- Leading the IDC Programme's Planning and Results function
- Providing data, accountability reporting, and insights—both internal (within the Ministry) and external (e.g. OECD DAC, annual public reporting, Ministerial briefings, and select committee reporting)
- Working closely with the Finance Division and Audit and Risk Division to ensure effective fiscal management and investment compliance.

The Senior Data and Reporting Analyst is responsible for providing expert advice and data and business intelligence expertise on PDG's budget analytics, management data and results monitoring. The position works collaboratively with the other members of the team to provide all aspects of reporting in relation to PDG. The Senior Analyst will be responsible for representation of information to senior leadership and will provide strategic leadership on reporting systems.

This position will work across PDG and is responsible for:

- The provision and management of technical report development.
- Supporting managers and staff to use this information through insights and analysis.
- Building and maintaining relationships with PDG divisions and key corporate functions including Information Management Division.
- Continue to develop and maintain PDG specific tools and reports, and work collaboratively with other DCI units to develop support tools.
- Monitoring and ongoing reporting on data quality, supporting data quality improvements.
- Providing leadership and mentorship to the Data and Reporting Analyst(s).

### Key Accountabilities - Kawenga Matua

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

#### Role Specific

- Develop expert knowledge of the Aid Management system (Enquire) and data and reporting layers.
- Provide expert guidance to staff managing the implementation of the New Zealand Aid Programme.
- Provide expert advice on the design, production and analysis of performance data to meet the needs of stakeholders at all levels of the Ministry.
- Provide expert advice on Enquire/reporting change requests received from the business, for example changes to business templates, reports or system functionality.
- Manage reporting related service incidents or service requests.
- Provide expert advice on meeting international reporting requirements.
- Advise on innovative approaches to communicate results and data information.
- With a strong focus on audience and stakeholder engagement, design and produce reports to meet the various needs of the Ministry and our stakeholders.
- Undertake data analysis to derive insights to inform decision-making and continuous improvement.
- Advise on reporting commitments to strengthen transparency.

- Support the on-going improvement of the underlying data warehouse.
- Draw on results of reviews, and expert knowledge, to identify, develop and deliver high quality report training
- Maintain reporting documentation, guidance and processes.
- Contribute to the alignment of data collection, analysis frameworks and activities across the Ministry and promote and foster cooperation and collaboration.
- As needed, support monitoring needs for deployment of humanitarian supplies off-shore.

### Strategic Policy and Programme Advice

- Contribute to the development of policy advice on international development issues, with a focus on sector policy and thematic areas.
- Support innovation in policy design, implementation, and evaluation.
- Assist in delivering the division's planned activity stream, aligning with strategic priorities and outcomes.
- Share knowledge and experience to support team learning and development.

### Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context when providing advice and making decisions.
- Foster collaborative working relationships across the Group and Ministry.
- Navigate stakeholder environments with tact and professionalism.
- Uphold the principles and values of the New Zealand Public Service.
- Ensure advice and actions reflect the Ministry's obligations under Te Tiriti o Waitangi and contribute to public trust and confidence.
- Uphold the Ministry's values and contribute to a positive and inclusive team culture.

### IDC Programme Policy, Planning and Delivery

- Contribute to the design of development investments using the Five Case Model and intervention logic.
- Support alignment of activities with the IDC Priorities Framework and PDG Plan.
- Monitor programme and activity risks, budgets, and performance.
- Assist with procurement and business case development.
- Apply programme design tools such as theories of change, logframes, and results-based management.
- Support monitoring, evaluation, research and learning (MERL) processes and use evidence to inform policy and programming.
- Promote safeguarding and inclusion principles, including gender, disability, and child protection standards.
- Incorporate climate resilience and environmental sustainability into programme planning and advice.

### International Engagement, Stakeholder Management and Representation

- Represent MFAT in policy discussions, meetings, and international forums as required.
- Participate in New Zealand delegations for bilateral, regional, and multilateral engagements.
- Build and maintain effective relationships with internal and external stakeholders.
- Advocate for New Zealand's development interests and positions.

### Ministerial Servicing

- Contribute to the preparation of high-quality ministerial briefings and responses.

### 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.

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

The Senior Development Adviser - Development Policy position will have the following experience, skills and knowledge:

#### Qualifications:

- Relevant graduate degree (e.g. international relations, development studies, public policy).

Experience:

- Experience in international development policy and programme design.
- Experience contributing to complex policy initiatives or investment planning.
- Experience representing New Zealand in international or regional forums.
- Experience supporting team capability and collaboration.

Skills and Knowledge:

- Good understanding of international development policy frameworks and sector strategies.
- Skilled in applying the Five Case Model and intervention logic.
- Capable in strategic risk analysis, performance evaluation, and partner engagement.
- Strong written and verbal communication skills.
- Effective planning, organising, and stakeholder engagement skills.
- Understanding of the machinery of government and decision-making processes.
- Cultural competence and understanding of Te Tiriti o Waitangi.

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**Relationships - Pātahitanga**

The Senior Development Adviser - Development Policy position is required to build and maintain the following relationships:

Within the Ministry:

- Unit Manager and Division colleagues
- Policy and programming teams
- Posts
- Development Practice and Standards Unit
- Portfolio Management Unit
- Other MFAT staff (onshore and offshore)

Outside the Ministry:

- Other government departments and agencies
- Development partners and implementing agencies
- Regional and international organisations
- Māori, Pasifika and wider community stakeholders

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### Delegations - Whakatautapatanga

- 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 or New Zealand permanent residency.
- 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/>