



TE TAURA WHIRI I TE REO MĀORI

MĀORI LANGUAGE COMMISSION

Kaitātari Raraunga Matua | Senior Data Analyst

Location	Te Whanganui-a-Tara Wellington
Team	Te Amo Policy and Development
Reports to	Pou Arataki i Te Amo Team Leader, Te Amo
Salary Band	19

Te Pūtahi Rangahau | Te Amo | Policy and Development

Te Amo is comprised of two workstreams Te Pūtahi Rangahau | Research and Evaluation and Te Taituarā | the Maihi Karauna Secretariat.

Te Pūtahi Rangahau commissions and undertakes research and evaluation of te Reo Māori revitalisation initiatives. The team also gathers data and information for analysis. This work helps us to build strong foundations in our work to coordinate and implement the Maihi Karauna. The team also provides support and advice on for the Maihi Karauna internal initiatives.

Te Taituarā provides secretariat support to the following public-sector groups whose primary focus is on achieving the Maihi Karauna, the Crown's te Reo Māori strategy:

- i. Te Papa Kōrero | Chief Executives Forum
- ii. Te Tokomatua | Senior Officials Group. and
- iii. Te Rangakura | the Shared Research Agenda

Te Taituarā also lead and support projects that further the work for the implementation of the Maihi Karauna.

The Role

As the Senior Data Analyst, you will apply your expert knowledge to draw conclusions from data and information gathered and report this back to an audience in a clear and understandable way.

As a Senior Data Analyst, you will be able to:

- Utilise analytical, statistical, and programming skills to collect, measure, analyse, interpret, report, and present datasets.
- Lead the development and use of data insights to make evidence-based decisions and solve specific problems.
- Perform data quality assurance.
- Create data visualisations and communicate information through storytelling and reporting.
- Collaborate and contribute to inhouse and inter-agency data projects.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Advise on appropriate use of data and insights for different purposes and contexts.
- Build and maintain effective relationships across Te Taura Whiri i te reo Māori and with external stakeholders and vendors.
- Engage with vendors.



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Key Responsibilities and Outcomes

Activities	Expected Outcomes
Data Analysis <ul style="list-style-type: none">• Conduct detailed analysis of data• Perform statistical modelling• Respond to data related inquiries• Provide data solutions, and capabilities	<ul style="list-style-type: none">• Data is captured, managed, analysed, and presented in business terms
Research <ul style="list-style-type: none">• Provide expertise and translate business needs to design• Work with the business to identify opportunities for improvement• Collaborate with business teams to understand the organisation's current state business processes and CRM systems and suggest a future state solution• Analyse digital information, identifying trends and translate these trends into business opportunities	<ul style="list-style-type: none">• Provide business insights and meaningful statistics from data• Business decisions, policy and practice supported by quantifiable data metrics
Reporting <ul style="list-style-type: none">• Create presentations and reports for internal teams or external clients	<ul style="list-style-type: none">• Reporting and presentations are delivered in a timely and effective manner, and you are making sure that the audience will be able to understand it clearly

Competencies

Essential

- Hold a degree that is relevant to Data Analysis
- 5+ years' experience as a Data Analyst or in a related field
- Ability to work with stakeholders to assess potential risks
- CRM experience, ideally Dynamics 365
- Data modelling experience
- Ability to analyse existing tools and databases and provide software solution recommendations
- Ability to translate business requirements into non-technical, lay terms
- High-level experience in methodologies and processes for managing databases
- Demonstrated experience in handling large data sets and relational databases
- Understanding of addressing and metadata standards
- High-level written and verbal communication skills
- Technical requirements Tableau, Looker, Microsoft Power BI (for visualising data), SQL, R or Python (Programming language)
- Demonstrated willingness to contribute across the organisation



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- Active participation in your ongoing learning and development

Desirable

- Te reo Māori speaker
- A good understanding of the machinery of government and government processes