

IDI Analyst Position Description



MUKA TANGATA
People, Food and Fibre
Workforce Development Council

Position Title.	IDI Analyst
Group	Muka Tangata Workforce Development Council
Reports to	Lead Analyst, Skills Leadership and Advice Group
Location	Wellington/Auckland/Hamilton/Remote
Position type.	6 month Fixed Term (Full-time or part-time)

About Muka Tangata

[Muka Tangata](#) is one of six Workforce Development Councils (WDCs) created under the Education and Training Act 2020, to provide industry with greater leadership across Vocational Education and Training (VET).

The WDCs take a forward, strategic view of the future skills needs of industries; set standards, develop qualifications and help shape the curriculum of vocational education; moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification. They also provide advice to the Tertiary Education Commission on investment in vocational education, and determine the appropriate mix of skills and training for the industries they cover.

Muka Tangata represents industries in the Food and Fibre sector including dairy, sheep, beef, deer, pork, poultry, and other livestock farming; arable farming; horticulture; viticulture & winemaking; forestry, silviculture & harvesting; fishing, aquaculture & seafood processing; equine and racing; sports turf management; veterinary; and food and fibre support industries.

Our commitment to honouring Te Tiriti o Waitangi means that throughout our work programme we incorporate ways for iwi, hapū and whānau Māori to flourish at all levels in all the industries that we work with.

More information about the role of Workforce Development Councils can be found [here](#).

Diversity and Inclusion

We are a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff honour Te Tiriti o Waitangi and reflect the diversity of Aotearoa New Zealand and the industries and people we work to support, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Position Overview

The Analyst will undertake research and analysis using Stats NZ Integrated Data Infrastructure (IDI) to provide robust evidence and insights on our sectors, the vocational education system and current and future workforce needs. They will grow and contribute to us building our technical capability in research and analysis and knowledge of the sector. They will support the delivery of key projects and products and may take the lead on some initiatives. Experience with maintaining and updating our suite of PowerBI dashboards would be a valuable advantage.

Key Accountabilities

Research, Analysis, and Insights

- Undertake research and analysis projects to provide the evidence base for Muka Tangata's work
- Undertake analysis using Stats NZ Integrated Data Infrastructure (IDI) in line with our research and analysis work project objectives.
- Build technical skills and subject matter expertise to support our research and analysis
- Take an equity lens to research and analysis and develop capabilities to draw on a mix of research methodologies, including a te ao Māori and data sovereignty perspective
- Develop key research and analytical products for Muka Tangata
- Collaborate across the organisation to ensure that data, evidence, and insights are communicated effectively, and used appropriately, within the workforce development plans and other pieces of advice.
- Determine where there are gaps in the existing research and data available and provide recommendations for how to improve the evidence base

Collaboration, Engagement and Intelligence Synthesis

- Collaborate with colleagues across Muka Tangata to gather intelligence on our sector, the provision of vocational education and the experiences and outcomes of learners
- Work with those across the sector and within government to identify key insights, policies and strategies and draw out the implications for how they could affect vocational education for our sector.
- Develop and build strong relationships with other key internal and external stakeholders
- Engage with, and identify opportunities for collaboration with, the other WDCs, industry, iwi and government.

Project Management and Delivery

- Contribute to the delivery of research and analysis projects, quick turnaround requests, product development, capability building activities, BAU etc
- Work in a flexible way and manage priorities effectively as situations change
- Ensure that colleagues and key stakeholders are kept informed on progress, opportunities and changes, including via formal reporting as required
- Support the team to manage risks for our projects and initiatives and contribute to risk management activities at a group and organisational level

Te Tiriti o Waitangi

Ehara taku toa i te toa takitahi engari he toa takitini.
My strength is not one of a single warrior but that of many.

- Incorporate Muka Tangata's commitment to Te Tiriti o Waitangi into all aspects of work programme.
- Supports and participates in capability building across the WDC.
- Demonstrate how your work supports Māori Crown relationships.
- Influence positive behaviours within industries and employers to impact success for Māori in the VET system and ongoing career pathways.

Skills, Knowledge and Experience

Skills

- Proven ability to undertake analytical work using Stats NZ Integrated Data Infrastructure (IDI)
- Strong analytical and research skills and ability to lead / mentor others in developing these
- Strong written and verbal communication skills, and ability to write for both technical and non-technical audiences.
- PowerBI knowledge and experience a big advantage.
- Good planning and organisational skills and ability to work at fast pace in a fluid environment
- Able to build relationships with a broad range of people including senior management, staff, industry stakeholders and external contractors
- Skills in quantitative research or analysis methods essential, skills in qualitative research methods a bonus. Ability to collaborate as part of a mixed method team.
- An ability to grasp key concepts on new topics quickly
- A professional, positive, flexible and diplomatic approach to problem solving
- Ability to synthesise accurate information about learner and industry skills needs
- Ability to work both independently and as part of a highly collaborative team
- A can-do attitude and a sense of humour

Qualifications

A relevant degree or equivalent experience is essential

Experience

- Significant experience in undertaking quantitative analysis using Stats NZ Integrated Data Infrastructure is essential, experience using the Longitudinal Business Database (LBD) an advantage
- Experience in undertaking research, analysis or provision of insights. Experience in any of the following areas would be an advantage (do highlight if you have experience, but note we are looking to grow our people so don't rule yourself out if you don't have any of these):
 - o Workforce analysis, forecasting, modelling
 - o Primary research and analysis through design and collection of survey data or qualitative interviews and workshops
 - o Community/iwi focused research and analysis and kaupapa Māori research methods
 - o Industry (particularly Food & Fibre sectors) or vocational education system research and analysis
- Experience in mentoring and building the capabilities of team members an advantage
- A proven track record in leading complex and delivering projects
- Cultural awareness, including knowledge of Te Tiriti o Waitangi, Mātauranga Māori and fluency in Te Reo Māori or a willingness to learn
- Knowledge of the vocational education system or the food and fibre sectors an advantage but we welcome applications from those outside the sector who express a genuine interest in supporting our mission

Programmes/technology

- Proficiency in MS Office 365, Excel, PowerPoint, SharePoint

Role Requirements

Must have a willingness to embrace the transformation that is required in the vocational education and training system (VET system), including:

- Honouring Te Tiriti o Waitangi and supporting capability building across the WDC.
- Supporting Māori Crown relationships.
- Working strategically with Māori to embed their aspirations across our work programme
- Ensuring that the VET system delivers for all learners.

- Influencing positive behaviours within industries and employers to impact success for Māori in the VET system
- Connecting the WDC across the VET system.

Travel will be required as part of this role for internal hui, meeting external partners, training & development, and other requirements. Where possible, you will be given advance notice of any travel plans and we will endeavour to be flexible to your needs.

Relationships

The Analyst will maintain key relationships with

- Private research, insights and intelligence companies and academic researchers
- Industry
- Other WDCs
- Education providers
- Regional Skills Leadership Groups (RSLGs)
- Centers of Vocational Excellence
- Priority learner groups
- Unions

Key government relationships including:

- Tertiary Education Commission
- Ministry of Education
- NZQA
- Te Puni Kōkiri
- Ministry of Pacific Peoples
- Ministry for Women
- Health and Disability Commission / ODI
- Ministry of Business, Innovation and Employment
- Ministry of Social Development
- Ministry for Primary Industries
- Statistics New Zealand
- Regional entities e.g. Councils

Delegations

The role is responsible for working within delegated authority levels

References

Legislation / Foundation documents:

- Education and Training Act 2020
- [Education \(Muka Tangata Workforce Development Council\) Order 2021](#)
- Te Tiriti o Waitangi