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**POSITION DESCRIPTION**

**POSITION: Senior Analyst/ Analyst – Data and Analytics**

**LOCATION: Wellington**

**RESPONSIBLE TO: Manager - Finance Economics and Statitstical Analysis**

**EFFECTIVE: April 2017**

**Context of the Position**

The Ministry’s goal is to help create a New Zealand transport system that maximises economic and social benefits for New Zealand and minimises harm. The Ministry’s role is to provide high-quality advice to enable government decision making to achieve this goal.

The Ministry’s role is to ensure our transport system helps New Zealand thrive.

As a policy ministry, it is our role to provide strategic sector knowledge, day-to-day transport advice, and a programme of work that meets the government’s priorities of the day. We work closely with transport Crown agencies to deliver results.

As a flexible and responsive ministry, we believe that:

* transport connects us: it is vital to society and the economy
* we see the big picture of transport
* we shape the transport system for the long term
* we ensure quality, innovation and value in everything we do
* we deliver results by working with and through others
* we are a great place to work

We operate as a professional services ministry, which means that staff members are treated as a single pool of resource who are allocated to major priority projects based on their ability and knowledge to deliver the work. This structure provides a varied and stimulating work environment as staff members may be working on something different tomorrow to what they did today, with possibly a different team or manager.

**Purpose**

The Senior Analyst/ Analyst’s role, is to priovide research, data analysis and interpretation expertise which contributes to the evidence base that allows the Ministry to achieve its policy role of advising on how to best shape the NZ transport system.

A Senior Analyst demonstrates a leadership role in the Ministry and across the transport sector and has previous relevant experience.

#### Key Accountabilities

Ensure that the Ministry provides quality products and services in a timely way to the Minister through:

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| Purpose of the Role | Key Accountabilities and Deliverables |
| Research and analysis | * Provide expertise in relevant and emerging areas of transport research, literature reviewing, statistical methodology, research methodology and data analysis * Provide research and analytical leadership, advice and assistance within the field of expertise to others in the Group, to other sections of the Ministry and to the wider transport and research sectors * Proactively identify, analyse and conduct research into transport trends, opportunities and issues * Undertake peer reviews of proposed research projects, draft or full research reports and articles, ongoing projects and completed research reports * Undertake and contribute to projects and report findings * Have an understanding of market research techniques and methodologies; * Have the ability to combine and or develop different research techniques and methodologies (ie market research techniques with non-market valuation techniques etc); |
| Communication | * Communicate transport analyses and research via conferences, publications and other media * Contribute advice and other input to the development of policy and strategy, key transport documents and related material; * Enhance contact and communication with transport agencies and groups; |
| General functions | * Respond promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act * Respond promptly to public or media queries * Represent the Ministry of Transport to a wide range of interest groups, including government agencies, the transport sector and community groups * Contribute to team, Group and Ministry planning processes, and to the development of strategies and work programmes * Attend Cabinet Committees and Select Committees, as required * Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry’s Information Management Policy under “Information ownership, roles and responsibilities”) * Undertake any other tasks, as requested |

**Person Specification**

##### Qualifications

* A graduate qualification in a relevant scientific, statistical, engineering or relevant discipline.

##### Experience

* A Senior Analyst is expected to have a minimum of 3 years experience in a similar role

##### Excellent understanding of research principles and methodology and an ability to apply these principles.

* Research experience, including a solid grounding in quantitative and/or qualitative methods of analysis.
* A sound understanding of statistical methodology and the use of statistical software (expertise in SAS would be an advantage).
* Ability to work from first principles in unfamiliar areas.
* Experience in technical writing and data presentation.
* Experience in the transport sector and an understanding of public sector processes would be an advantage.
* Knowledge or willingness to develop market research techniques and methodologies
* Experience of presenting to technical and non-techncial audiences and developing and managing relevant networks across the sector;

**Core Competencies**

In order to do this job effectively the following competencies are required:

**Managing diverse relationships**

*Customer focus*

* Is dedicated to meeting the expectations and requirements of internal and external customers
* Gets first-hand customer information and uses it for improvements in products and services
* Acts with customers in mind
* Establishes and maintains effective relationships with customers and gains their trust and respect

*Peer relationships*

* Can quickly find common ground and solve problems for the good of all
* Can represent her/his own interests and yet be fair to other groups
* Can solve problems with peers with a minimum of noise
* Is seen as a team player and is cooperative
* Easily gains trust and support of peers
* Encourages collaboration
* Can be candid with peers

**Acting with honour and character**

*Integrity and trust*

* Is widely trusted
* Is seen as a direct, truthful individual
* Can present the unvarnished truth in an appropriate and helpful manner
* Keeps confidences
* Admits mistakes
* Doesn’t misrepresent her/himself for personal gain

**Making complex decisions**

*Problem solving*

* Uses rigorous logic and methods to solve difficult problems with effective solutions
* Probes all fruitful sources for answers
* Can see hidden problems
* Is excellent at honest analysis
* Looks beyond the obvious and doesn’t stop at first answers

***Intellectual Horsepower***

* Is bright and intelligent
* Deals with concepts and complexity comfortably
* Described as intellectually sharp, capable, and agile

**Understanding the business**

*Functional/technical skills*

* Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
* Picks up on technical things quickly
* Can learn new skills and knowledge
* Is good at learning new industry, company, product or technical knowledge – like internet technology
* Does well in technical courses and seminars

**Communicating effectively**

*Written communications*

* Is able to write clearly and succinctly in a variety of communication settings and styles
* Can get messages across that have the desired effect