

Job Description Te Whakahuatanga Job title Principal Data Analyst | Kaihāpai Sector Strategy | Te Rāngai Waka Group Reporting to Chief Transport Modeller | Kaiwhakahaere Location Wellington Office **Direct reports** NA Security clearance N/A HR delegation N/A Finance delegation N/A Salary band Band 18 **Date** October 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us).

Enabling a transport system that connects New Zealand – The Ministry of Transport's purpose| Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day. You can find out more about the Ministry of Transport at (https://www.transport.govt.nz/about-us).

Our values | Ngā uaratanga matua



Principal Data Analyst Position | Kaihāpai

This role is part of the Sector Strategy Group. This Group provides quality, timely and effective policy and evidence-based analysis for the Ministry and the transport sector. The Group provides evidence informed strategic advice, robust and reliable information, and insights from advanced

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analytics. A key focus of the group is working with others in the sector to develop and maintain a shared view of the transport portfolio, its priorities, performance, and efficiency.

This role is part of the National Transport Modelling Team. The National Transport Modelling Team is responsible for providing data handling, modelling and analytics capability to inform strategy, policy and development for the Ministry and the wider transport sector.

The role of the Principal Data Analyst – National Transport Modelling is to provide both a technical lead in supporting policy development through effective and insightful analytics, and to assist the Manager in developing the team, to be an effective analytics and modelling capability within the Ministry that can also provide leadership to the wider transport system.

What you will do | Te mahi

This role is responsible for:

- Contributing to the development and implementation of an effective analytics and modelling capability and strategy across the Ministry and the wider transport sector
- Providing support to the Manager and the team to assist in the implementation of the strategy and delivery of insightful analytics that supports policy decisions
- Delivering authoritative policy advice through analytics and by leading programmes of work and project teams on complex and sensitive areas, for example road safety and vehicle crash analysis
- Supporting the Analytics and Modelling team to provide high quality analytics, modelling and
 evaluation advice to maximise the contribution that the team makes to Ministry outcomes and
 government goals
- · Modelling exemplary leadership across the Ministry aligned to vision, values and purpose
- Providing thought leadership and technical advice to inform, drive and challenge Ministry thinking and support policy recommendations
- Effectively influence on domain topics through engagement and communication with senior stakeholders
- Enhancing the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer term development plans
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Who you will work with | Tou kapa

Internal	External
Senior Leadership Team	Minister and Associate Ministers and their offices
Policy Teams	Transport sector Entities
All Managers and Staff	Other government agencies, crown entities and other organisations

What you will bring | Te mea e mauria mai e koe

Experience:

- Extensive quantitative and qualitative analytical skills used in a public policy context or similar complex industry
- At least 5 years experience in leading and managing projects, coaching and mentoring staff to successful outcomes

- Experience in communicating complex analysis to senior stakeholders in both verbal and written form including Ministerial briefings
- Extensive experience in building positive stakeholder relationships
- Has a good understanding of the transport system in New Zealand
- Is well connected in a specialist area, commanding respect for their knowledge and ability
- Proven written and verbal communication, with strong influencing and negotiation skills
- · Good organisational skills and the ability to meet deadlines
- Strong intellectual and analytical ability and judgement, is able to understand complex issues and identify root causes
- An understanding of local and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry
- Experience in policy development frameworks in the public sector.

Knowledge:

- Knowledge of analytical techniques and software analysis tools (e.g. SAS, R, Excel, Tableau)
- Knowledge of policy analysis and evaluation tools and techniques
- Understands how to produce robust forecasts based on historical data taking into account risk and uncertainty
- Understanding of the need for data quality and preparation of data for analysis in particular when using large and / or complex datasets
- Understanding of government and parliamentary processes and the ability to manage within these frameworks effectively
- Highly effective communicator, who can explain complex analytical issues to the lay person.

Other requirements:

• A tertiary qualification in a relevant analytical field (e.g. science, engineering, operational research) is desirable or extensive experience in quantitative analysis in a technical policy environment.

The Ministry of Transport's Māori Strategy | Hei Arataki

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

https://www.transport.govt.nz//assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf

Hei Arataki is underpinned by the following Guiding Principles | Ngā Mātāpono:









Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry welcomes and supports people from diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Your health, safety and wellbeing | Te hauora, haumaru me to oranga

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Performance Expectations | Mahi, he aha te mea e tumanakohia ana

We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry of Transport's expectations of Principal Advisers are set out below. The Principal Data Analyst uses the same performance expectations as Principal Advisers. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.

Delivery Leadership

Principal Advisers lead delivery of the most complex, ambiguous, and sensitive areas of work through and with others. Principal Advisers plan and manage programmes of work so that the end product is fit-for-purpose, timely, and high quality.

Principal Advisers delegate effectively, build the team for the job, and ensure the team are on track to deliver.

People & Self Leadership

Principal Advisers continuously learn, reflect and adapt their practice to build their own capability. Principal Advisers build capability across teams and the wider Ministry by proactively coaching and identifying opportunities to develop others.

Collective and Ministry Leadership

Principal Advisers understand the Ministry's priorities and objectives, and they work toward accomplishing shared goals. Principal Advisers work in partnership with managers to set and drive the strategic policy agenda.

Principal Advisers work together as a leadership cohort to develop organisational capability, and are known for their constructive contributions. They are visible leaders within the Ministry, who inspire others through modelling the Ministry's values and behaviours.

Intellectual Leadership

Principal Advisers are central to shaping the direction of advice across the Ministry, and are masters of their craft. They are innovative and strategic thinkers – they are bold and strive to always add value and go beyond the obvious. Principal Advisers foster constructive debate and knowledge sharing, and they actively make linkages. Principal Advisers are attuned to the context, and are politically savvy.

External Leadership

Principal Advisers are well-connected outside the Ministry

– they are visible, valued and have wide networks.

Principal Advisers actively build and share knowledge,
collaborate with others, and influence the agenda.

Principal Advisers represent the Ministry effectively and
are trusted advisers.

INTEGRITY

EXCELLENCE

COLLABORATION

Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

HONEST & COURAGEOUS

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer term best interests of customers and New Zealand.

CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

SELF-AWARE & AGILE

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

RESILIENCE

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.



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Senior Data Analyst| Kaitātari Matua

The Senior Data Analyst is part of the Sector Strategy Group. This Group provides quality, timely and effective policy and evidence-based analysis for the Ministry and the transport sector. The Group provides evidence informed strategic advice, robust and reliable information, and insights from advanced analytics. A key focus of the group is working with others in the sector to develop and maintain a shared view of the transport portfolio, its priorities, performance, and efficiency.

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The Senior Data Analyst – National Transport Modelling has the responsibility for supporting the overall capability of the team to deliver on their key objectives.

What you will do | Te mahi

This role is responsible for:

- Assisting in the implementation of a modelling and analytics strategy across the transport sector
- Undertaking complex policy issues, leading development of innovative, practical and robust modelling and analysis, and providing authoritative advice often in areas that are complex and sensitive
- Engaging with key stakeholders as required
- · Taking the lead and project managing modelling and analytical work
- Enhancing the overall capability of the team through guiding and mentoring both advisers and graduates in their day-to-day work
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector.

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Who you will work with | Tou kapa

Internal	External
Insights & Analytics and Economics teams	
Senior Leadership team	Transport Sector Entities
Policy teams	Other government agencies, crown entities and other organisations
Managers and staff across the Ministry	

What you will bring | Te mea e mauria mai e koe

Experience:

- · Experience contributing to a compute and data software technology
- Experience with Linux and cloud computing
- Has experience specifying mathematical procedures given domain specific information
- · Well developed organisational skills, able to work autonomously and meet deadlines
- Has experience communicating technical concepts, in writing and verbally.

Knowledge:

- Has a sound understanding of modelling, programming, and computing
- Understands the fundamentals of statistical/machine learning
- Has knowledge of a range of mathematical modelling techniques.

Desirable:

- Proficiency with the Julia programming language, Terraform/OpenTofu, Java, the Nix package management language
- · Enthusiasm for learning new methods
- Knowledge of the transport sector would be an advantage.

Other requirements:

 A post-graduate qualification in a relevant analytical field (e.g. science, mathematics, engineering, operational research) is desirable or extensive experience in quantitative analysis in a technical policy environment.

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Delivery Leadership

Senior advisers work on and often have a leadership role in complex, ambiguous and sensitive work. Senior advisers are skilled at scoping a piece of work and making connections to related areas of work to deliver the result the Ministry needs. They effectively plan and manage projects, and anticipate issues before they arise. Senior advisers deliver and work with others to deliver products that are fit-for-purpose, timely, and high quality.

Self and Team Focus

Senior Advisers are honest & courageous, curious, self-aware & agile and resilient. Senior advisers focus on developing and cementing their professional skills so that they have a deep tool kit. They build capability within their team by pro-actively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Senior advisers model these behaviours.

Ministry Contribution

Senior advisers understand the Ministry's priorities and objectives, and contribute to accomplishing Ministry goals. Senior Advisers get involved across the Ministry. They foster a culture of learning, share their knowledge and experience, and help to challenge thinking.

Professional Capability

Senior advisers apply well-developed professional knowledge and skills to their work. Senior advisers are capable of working with minimal supervision but seek guidance on complex issues, and test possible solutions to problems. They know and use a range of techniques, models and frameworks relevant to their work, and use the most appropriate approach in a given situation.

(External) Engagement

Senior Advisers are connected outside the team and the Ministry – they are visible, valued and operate across a range of networks. Senior Advisers develop, build and share knowledge, collaborate with others, and influence the agenda. They effectively represent the Ministry's interests and are trusted advisers

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