



**Electrotechnology,
Information Technology,
and Creative**
Industry Skills Board

Position Description

Position title:	Analyst
Group:	Electrotechnology, Information Technology, and Creative Industry Skills Board (ETITC)
Reports to:	Manager Strategy & Engagement
Location	Wellington (preferred) but will consider remote candidate.
Position type:	Permanent Full-time

About the Industry Skills Boards (ISB)

Industry Skills Boards have been established under the Educational Training Act 2020 as part of the next phase of vocational education reform. ISBs provide sector leadership by ensuring vocational education is shaped by industry and responsive to changing skill needs.

We work in partnership with employers, iwi, hapū, learners, providers, and government agencies to:

- identify emerging and future workforce capability needs
- develop and maintain qualifications, standards, and vocational pathways
- provide strategic industry advice to support a strong, sustainable training system
- ensure training products and assessment approaches reflect industry expectations
- support equitable outcomes for learners, including Māori, Pacific peoples, and other priority groups

ISBs play a crucial role in building a skilled, adaptable, and productive workforce, supporting industries to innovate and grow, and ensuring learners have clear, supported pathways to meaningful careers.

More information about **ETITC ISB** can be found **here:** www.etiticisb.nz

Diversity and Inclusion

We are a workplace that values and respects diverse and inclusive thinking, people, and behaviours. Our staff honour Te Tiriti o Waitangi and reflect the diversity of Aotearoa New Zealand and the industries and people we support.

Position overview

The Analyst plays a central role in ETITC ISB's intelligence function, turning data into actionable workforce insights that shape industry investment, policy advice, and skills development across the electrotechnology, information technology, and creative sectors. Working within the Strategy & Engagement team and reporting to the Manager | Strategy & Engagement, the Analyst collects, organises, and interprets labour market and workforce data to build a clear picture of current and emerging skills needs in the electrotechnology, information technology, and creative sectors. This work directly informs advice to the Tertiary Education Commission, guides engagement with industry stakeholders, provides outward facing industry insights, and supports ETITC ISB's strategic planning as an organisation. Beyond the core intelligence function, the Analyst contributes to ETITC ISB and cross-ISB projects aligned with organisation priorities.

Key Accountabilities

Workforce Data & Forecasting

- Collect, collate, and analyse labour market data from a range of sources including StatsNZ, Infometrics, TEC, and industry surveys to build a robust picture of the electrotechnology, information technology, and creative workforces.
- Develop and maintain workforce forecasts that support medium-term planning for vocational education provision in the electrotechnology, information technology, and creative sectors.
- Build and maintain sector workforce profiles across key electrotechnology, information technology, and creative sub-sectors identifying skills gaps, supply and demand dynamics, and emerging trends, and contribute industry insights to ETITC's Industry Advisory Groups.
- Monitor and report on key workforce indicators, producing regular updates for internal teams and external stakeholders, including IAGs.
- Contribute to the development of data infrastructure and reporting frameworks that enable self-service access to workforce intelligence across ETITC ISB.
- Develop and maintain visual dashboards and interactive reports that communicate workforce data clearly to internal teams and external stakeholders, including through tools such as Power BI.

Industry Intelligence & Insights

- Undertake qualitative and quantitative research to understand workforce issues and opportunities within the electrotechnology, information technology and creative industries.
- Prepare clear, well-structured written reports, briefing notes, and presentations that communicate insights and evidence to a range of audiences including industry bodies, employers, and government agencies.
- Contribute to investment and industry guidance documentation to inform TEC funding decisions and support stakeholder workforce planning.
- Support the identification and scoping of priority issues for ETITC ISB's work programme, drawing on data analysis and stakeholder insight.
- Collaborate with insights and analytics peers across other Industry Skills Boards to share methodologies, avoid duplication, and ensure consistency and efficiency in cross-sector insights and reporting.
- Develop well-designed public-facing documents, including insight reports, storytelling infographics, and similar communication materials that communicate information about ETITC's sectors to wide audiences.

Stakeholder Engagement & Collaboration

- Maintain productive working relationships with data providers, research agencies, and government agencies including TEC, NZQA, MBIE, and StatsNZ.

- Engage with industry stakeholders, employers, and training providers to understand data needs and communicate findings in accessible ways.
- Support colleagues across ETITC by contributing data, analysis, and research to cross-functional projects and reports.
- Support the Quality Assurance function by providing evidence-based provider insights and recommendations to inform quality review processes and decisions.
- Support kaimahi in the use of self-service dashboards, data tools, and CRM (Aka Kōrero).

Systems & Process Improvement

- Identify and recommend improvements to data systems, reporting processes, and analytics infrastructure to enhance ETITC ISB's business intelligence capability over time.
- Contribute to CRM capability and improvement, particularly for extraction of engagement insights.

. 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.

- Understand Te Tiriti o Waitangi and support capability building across the ISB.
- Demonstrate how your work supports Māori Crown relationships.
- Influence positive behaviours within industries and employers to impact success for Māori in the VET system.

. Health, Safety and Wellbeing

- Be responsible for your own health, safety and wellbeing while not putting others at risk around you, participate in and comply with the requirements of the Health and Safety at Work Act 2015 and associated policies and procedures in place, including undertaking health, safety and wellbeing activities such as induction and training.

Skills, Knowledge, Experience

Qualifications

A relevant bachelor's degree (e.g. economics, statistics, data science, social science, business) or equivalent experience.

Skills and Knowledge

Essential

- Demonstrated ability to analyse data, identify patterns, and communicate findings clearly and concisely for a range of audiences.
- Strong written communication skills — including the ability to write well-structured briefing notes, reports, and summaries.
- Proficiency in Microsoft Excel and confidence working with datasets.
- An enquiring, analytical mindset with the ability to grasp complex issues quickly.
- Good relationship management skills and the ability to engage with diverse stakeholder groups.
- An agile approach, comfortable working in an evolving organisation and adapting to changing priorities.
- Demonstrated project management capability, including the ability to plan, coordinate, and deliver workstreams in a complex, multi-stakeholder environment.
- An understanding of, or genuine commitment to developing knowledge of, Te Tiriti o Waitangi.

Preferred

- Experience in labour market analysis, workforce planning, or economic research.

- Knowledge of or experience in the electrotechnology, information technology, and creative, or vocational education sectors, and a genuine curiosity to work across all ETITC ISB's sectors.
- Experience using Power BI or similar data visualisation tools.
- Familiarity with third-party data providers such as Infometrics, IDI, or StatsNZ.
- Experience developing functional specifications for data products or dashboards.
- Ability to produce well-designed public-facing documents, including insight reports, infographics, and similar communication materials.

Role Requirements

- Must have a willingness to embrace the transformation that is required in the vocational education and training system (VET system), including:
 - Supporting Māori Crown relationships
 - Honouring Te Tiriti o Waitangi
 - Ensuring that the VET system delivers for all learners
 - Connecting the ISB across the VET system.

Relationships

Internal

- Manager | Strategy & Engagement (direct manager)
- ETITC ISB SLT and all kaimahi
- Analyst peers across other Industry Skills Boards
- SDP and WIP kaimahi

External

- Electrotechnology, Information Technology, and Creative industry bodies and employer groups
- Tertiary Education Commission (TEC)
- New Zealand Qualifications Authority (NZQA)
- Ministry of Business, Innovation & Employment (MBIE)
- Ministry of Education
- Statistics New Zealand
- Electrotechnology, Information Technology, and Creative industry bodies and employer groups
- Iwi, hapū, Māori business groups, and urban Māori authorities
- Training providers
- Labour market data and research providers (e.g. Infometrics, BERL)
- Te Puni Kōkiri
- Ministry for Pacific Peoples
- Regional councils and other government agencies as required

Delegations

Reports to:	Manager Strategy & Engagement
Direct reports	None
Budget	None

References

Legislation / Foundation documents:

- Education and Training Act 2020 (Vocational Education and Training Amendment Act 2025)
- Tertiary Education Strategy 2025-2030
- Te Tiriti o Waitangi

Available here <https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html>

Electrotechnology, Information Technology and Creative

Sector Descriptors

The coverage of the Board comprises the Board's functional responsibilities in relation to employers, vocational education providers, employees, and people seeking to be employed in work related to the following industries:

- All information technology including computing, cybersecurity, software development, software testing, web design, information systems and technology, IT infrastructure
- Customer premises systems (including structured cabling, control and automation, signal reception and distribution, and wireless systems)
- Screen industry
- Data cabling
- Telecommunications
- Electrical engineering
- Electrical security
- Electrotechnology
- Refrigeration, heating, and air conditioning
- Industrial measurement
- Digital design and animation
- Journalism and content creation
- Creative writing
- Creativity and art
- Dance
- Entertainment and events including audio engineering
- Fashion
- Floristry
- Interior design
- Jewellery
- Music including DJ and music production, piano tuning
- Performing arts including costumes, hair, and makeup (for stage and screen), scenery, acting and drama
- Photography

Australia and New Zealand Standard Industrial Classification 2006

Includes the level 4 industries specified in the Australia and New Zealand Standard Industrial Classification 2006 (ANZSIC), published by Statistics New Zealand, that are set out below:

ANZSIC ANZSIC class title

C2591 Jewellery and Silverware Manufacturing (creative design and making of jewellery only) (split with Manufacturing & Engineering with specifics)

E3232 Electrical Services

E3233 Air Conditioning and Heating Services

E3234 Fire and Security Alarm Installation Services (electrical alarms) (split with Manufacturing & Engineering with specifics)

J5411 Newspaper Publishing

J5412 Magazine and Other Periodical Publishing

J5413 Book Publishing

J5414 Directory and Mailing List Publishing

J5419 Other Publishing (except Software, Music, and Internet)

J5420 Software Publishing

J5511 Motion Picture and Video Production

J5512 Motion Picture and Video Distribution

J5513 Motion Picture Exhibition

J5514 Post-production Services and Other Motion Picture and Video Activities

J5521 Music Publishing

J5522 Music and Other Sound Recording Activities

J5610 Radio Broadcasting

J5621 Free-to-Air Television Broadcasting

J5622 Cable and Other Subscription Broadcasting

J5700 Internet Publishing and Broadcasting

J5801 Wired Telecommunications Network Operation

J5802 Other Telecommunications Network Operation

J5809 Other Telecommunications Services

J5910 Internet Service Providers and Web Search Portals

J5921 Data Processing and Web Hosting Services

J5922 Electronic Information Storage Service

J6020 Other Information Services

M6923

Engineering Design and Engineering Consulting Services (where relevant to electronic and electrical engineering) (split with Construction, Infrastructure and Manufacturing & Engineering with specifics)

M6924 Other Specialised Design Services

M6940 Advertising Services

M6991 Professional Photographic Services

M7000 Computer System Design and Related Services

R9001 Performing Arts Operation

R9002 Creative Artists, Musicians, Writers, and Performers

R9003 Performing Arts Venue Operation

S9421 Domestic Appliance Repair and Maintenance

S9422 Electronic (except Domestic Appliance) and Precision Equipment Repair (excluding locksmithing) (split with Manufacturing & Engineering with specifics)