



Transport

Industry Skills Board

Job Title: Strategic Analyst

Division: Strategy & Engagement

Reports to: GM Strategy & Engagement

Location: Auckland/Wellington/Remote

Position type: Permanent Full-time

About the Industry Skills Boards (ISB)

The Industry Skills Boards were established pursuant to the Vocational and Educational Training Act 2025. The government formally established eight new Industry Skills Boards (ISBs), marking a major milestone in the transformation of the vocational education and training system.

The Industry Skills Boards are driven by a clear vision to create a system that responds to industry needs, anticipates future workforce demands, and provides strong, regionally responsive support for learners and employers.

The ISBs give industry a stronger voice in shaping vocational education. They set and maintain standards, endorse programmes, advise on workforce development priorities, and strengthen collaboration between education and employers.

What do ISBs do?

ISBs have a broad set of responsibilities:

- **Setting standards:** Develop, set, and maintain standards, qualifications, micro-credentials, and national curricula.
- **Programme endorsement and moderation:** Endorse vocational programmes and moderate assessments to ensure quality and consistency.
- **Advising government:** Provide advice to the Tertiary Education Commission (TEC) on funding priorities.
- **Workforce planning:** Conduct strategic workforce analysis and planning for their sectors.
- **Industry representation:** Act as the voice of their sector into the vocational educational and training (VET) system.

About the Transport Industry Skills Board

The Transport Industry Skills Board is responsible for defining the skill needs of the automotive, logistics, aviation and associated services including flight attendants, maritime operations, rail, commercial road transport sectors, supply chain. **See Sector Descriptors at end of PD**

We work with employers, industry groups, and training partners to ensure training reflects the real-world technical, regulatory, and safety requirements of these fastmoving, technology driven industries.

We ensure the new system are responsive teaching and learning, where learners know they are valued.

Transport ISB is contributing to transforming workforce industry skills across Aotearoa. Our role is to:

- use the industry voice to contribute to the creation of a sustainable, globally engaged, and responsive workforce across Aotearoa New Zealand.
- take a lead in ensuring learners develop the skills they need to be work ready;
- contribute to an education system that provides opportunities for all people to reach their full potential and capabilities, including those who have been traditionally underserved by the education system
- Supports and gives effects to the requirements of the Tertiary Education Strategy 2025-2030

The ISB **sets and maintains qualifications, credentials, and industry standards, endorses vocational programmes, and quality assures assessment**, consistent with the statutory functions of all Industry Skills Boards as defined by the Tertiary Education Commission.

The ISB advises government on workforce development priorities including decarbonisation of transport, advanced logistics capability, regulatory licensing pathways, and safety critical competencies.

During the transition to the new system, it also oversees relevant work-based learning functions to ensure continuity across sectors essential to national connectivity and economic resilience.

More information about the role of **(your ISB)** 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 kaimahi honour and reflect the diversity of Aotearoa New Zealand and the industries and people we work to support, and that the contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected. To better serve those who have been traditionally underserved by the education system

Position overview

The Strategic Analyst plays a central role in T-ISB's intelligence function, turning data into actionable workforce insights that shape industry investment, policy advice, and skills development across the transport sector. Working within the Strategy & Engagement team and reporting to the GM Strategy & Engagement, the Strategic Analyst collects, organises, and interprets labour market and workforce data to build a clear picture of current and emerging skills needs in transport. This work directly informs advice to the Tertiary Education Commission, guides engagement with industry stakeholders, and supports T-ISB's strategic planning as an organisation. Beyond the core intelligence function, the Strategic Analyst contributes to and leads T-ISB and cross-ISB projects aligned with board-endorsed 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 transport workforce.
- Develop and maintain workforce forecasts that support medium-term planning for vocational education provision in the transport sector.
- Build and maintain sector workforce profiles across key transport sub-sectors (road, rail, maritime, aviation, logistics), identifying skills gaps, supply and demand dynamics, and emerging trends.
- Monitor and report on key workforce indicators, producing regular updates for internal teams and external stakeholders.
- Contribute to the development of data infrastructure and reporting frameworks that enable self-service access to workforce intelligence across T-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 transport industry.
- 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.
- Develop investment and industry guidance documentation to inform TEC funding decisions and support stakeholder workforce planning.
- Support the identification and scoping of priority issues for T-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.

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 T-ISB 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.
- Train and support kaimahi in the use of self-service dashboards and data tools.

Strategic Projects & Board Initiatives

- Contribute to and coordinate board-endorsed initiatives, ensuring analytical evidence, progress tracking, and reporting requirements are met throughout the initiative lifecycle.
- Contribute to and lead Transport ISB internal projects, including scoping, planning, delivery, and evaluation, drawing on workforce intelligence and sector expertise to drive meaningful outcomes.
- Contribute to and lead cross-ISB projects and workstreams, working collaboratively across the network of Industry Skills Boards to deliver shared outcomes, align methodologies, and

maximise the collective impact of the ISB system.

- Where required, contribute to the development and delivery of tailored reports and updates for a range of stakeholders including the T-ISB Board, the CE, the Tertiary Education Commission, industry bodies, and cross-ISB forums — ensuring findings are clearly communicated, fit for purpose, and aligned to strategic priorities.

Systems & Process Improvement

- Identify and recommend improvements to data systems, reporting processes, and analytics infrastructure to enhance T-ISB's business intelligence capability over time.

Te Tiriti o Waitangi

- Demonstrate an understanding of Te Tiriti o Waitangi and its relevance to workforce development and vocational education in Aotearoa.
- Ensure that data collection, analysis, and reporting consider the needs and aspirations of Māori learners, workers, and employers in the transport sector.
- Contribute to T-ISB's work with iwi, hapū, and Māori business groups to better understand and respond to Māori workforce development priorities.
- Support the embedding of a Te Tiriti lens across the Strategy & Engagement function.

Team contribution

- Liaise, collaborate and co-operate with team colleagues to improve performance and processes
- Support the participative management style of the ISB
- Build positive working relationships with all kaimahi across ISBs who interact to operate effectively.
- Provide a client-focused approach to customer needs, both internal and external, to ensure that all customers are responded to in a professional, timely and responsive manner
- Undertake other duties necessary to support the effective operation of our ISB as deemed to be in the scope of the role.

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, 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 transport, logistics, or vocational education 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.

Role Requirements

- A genuine commitment to supporting equitable outcomes for all learners in the transport workforce, including priority learner groups.
- Respect for and active support of Māori-Crown relationships and Te Tiriti o Waitangi obligations.
- A willingness to contribute to the cultural foundations of a newly established organisation.
- Flexibility and resilience in a start-up environment where role responsibilities may evolve over time, in consultation with the position holder.

Relationships

This role will maintain key relationships with:

Internal

- GM Strategy & Engagement (direct manager)
- T-ISB ELT and all kaimahi
- Engagement, Marketing, Strategy, and Corporate Services teams
- Insights peers across other Industry Skills Boards

External

- Tertiary Education Commission (TEC)
- New Zealand Qualifications Authority (NZQA)
- Ministry of Business, Innovation & Employment (MBIE)
- Ministry of Education
- Statistics New Zealand
- Transport industry bodies and employer groups
- Iwi, hapū, and Māori transport and logistics organisations
- Training providers and Centres of Vocational Excellence
- Labour market data and research providers (e.g. Infometrics, BERL)

Delegations

Delegation authority	Per delegations framework
Direct reports	Nil
Budget	\$0

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>