



Hāpaitia

Shared Services

Position Title	Senior Data & Solutions Analyst
Reports to	Business Solutions Lead
Location	Wellington - Remote
Position type	Fixed-term to 30 June 2027

Tēnei te mihi atu ki a koe, ki te hunga e whakaaro ana mō te tūranga nei. He kaupapa whakahirahira tēnei hei hāpai i ngā mahi, hei āwhina, hei pīkau hoki i ngā mahi mō ngā rangapū e waru. Ka rere tēnei karanga ki te hunga whai pūkenga, whai wheako hoki, whai mātauranga hoki e tika ana ki tēnei momo mahi. Hono mai, tono mai, nau mai.

This is an acknowledgement to you, to all those who may be considering applying for this role. This is an important initiative - its purpose being to uplift, to assist, and carry out duties for the eight Industry Skills Boards (ISBs). We invite all who may possess the necessary skills, experience, and knowledge for this type of work. Connect, apply, welcome.

About Hāpaitia Shared Services

Hāpaitia Limited provides Shared Services that support the eight independent Industry Skills Boards. The shared services provided by Hāpaitia include: People and Culture Operations (Human Resources), Finance, Payroll, Information Technology, Business Systems, Administration, and Facilities Management

About Industry Skills Boards

Industry Skills Boards are industry-led statutory bodies responsible for ensuring New Zealand's vocational education system delivers the right skills, at the right quality, for their sectors. They set and maintain qualifications and standards, endorse programmes, quality-assure assessment, advise on workforce development priorities, and strengthen collaboration between industry and vocational education providers.

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 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 Shared Data Platform (SDP) function provides data, infrastructure and analysis tools and information to the Industry Skills Boards (ISBs). The team source and process data on the industries, their workforces and skills and support the ISBs in accessing and using the data resources available within the SDP. This data is also summarised for industry and public on our Te Mata Raraunga website. The team also manage our forecasting and analysis tools which are hosted on the SDP infrastructure.

We are seeking an experienced Senior Data & Solutions Analyst with a strong background in stakeholder engagement, data analysis and using complex datasets.

In this role, you will work closely with ISB stakeholders to understand their data and insights challenges and operational priorities across quality assurance and qualification development functions. Working with complex datasets, you will apply your strong data and analytical thinking to identify opportunities and develop products and tools. Drawing on your understanding of stakeholder needs and the opportunities identified through analysis and engagement, you will deliver fit-for-purpose solutions that support ISB operational needs.

Your work will support expanding the SDPs data assets and supporting their integration into our Shared Data Platform – an advanced analytical environment and data infrastructure.

The Senior Data & Solutions Analyst will also have capability within the Stats NZ Integrated Data Infrastructure and will undertake the review and documentation of existing queries, ensuring they are following best practice standards, and support the maintenance of forecasting models as needed.

Key Accountabilities

Stakeholder Engagement and Insight Solutions

- Engage proactively with ISB stakeholders to understand data and insight challenges, operational priorities, and emerging opportunities across quality assurance and qualification development functions.
- Translate stakeholder needs into practical data and insight solutions using provider, qualification, and learner data.
- Develop fit-for-purpose tools, dashboards, and analytical outputs that support effective and timely decision-making.
- Provide advice on how data can be best utilised to address stakeholder challenges.
- Identify and drive opportunities to enhance value through innovative insight generation and improved use of data.

Data Collection, Data Management and Modelling

- Prepare, transform and validate complex datasets, ensuring data quality and integrity.
- Apply analytical techniques to identify trends, patterns and opportunities that support the development of products and tools.
- Work alongside internal and external subject matter experts to align our data and analytical practices with Māori data sovereignty principles and meet our obligations under Te Tiriti o Waitangi.

- Support the Business Solutions Lead in communicating data and research capabilities the SDP is progressing with stakeholders.

Leadership & Capability Growth

- Support/lead on key projects and areas of the work programme.
- Provide thought leadership and take the initiative on building team capability.
- Support the development of all team members, mentor junior staff and provide training and support to analysts across the ISBs on the use of the IDI.

Project Management and Delivery

- Support the delivery of SDP's work programme, 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.
- Take ownership of data and product delivery, from problem definition to solution development and delivery.
- Be responsible for management of risks for projects and initiatives that you lead and contribute to risk management activities at a group and organisational level.

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.

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 Hāpaitia's commitment to Te Tiriti o Waitangi into all aspects of your work.
- Support and participate in capability building across your team, Hāpatia and ISBs.

Skills, knowledge and experience

Skills

- Well-developed relationship management skills to work with a broad range of people including senior leaders, industry stakeholders and external contractors.
- Strong stakeholder engagement skills, with the ability to identify underlying challenges, clarify requirements and translate these into meaningful products and tools, while being able to explain complex technical subjects to non-technical audiences in a clear and accessible way.
- Excellent data preparation, analysis and management skills, including working with complex datasets.

- Good communication skills and ability to share knowledge and support analysts to upskill and effectively use the analytical environment
- Proficient in Excel and at least one programming language (e.g., Python, R, Stata or SAS). Previous experience working with SQL would be advantageous.
- Experience in labour market, education/VET desirable.
- Cultural awareness, including knowledge of Te Tiriti o Waitangi, te ao Māori or Māori Data Sovereignty expertise, or a willingness to learn, are valued.
- Ability to work both independently and as part of several collaborative teams is essential.

Qualifications

Tertiary qualification or comparable experience in a field strongly aligned with data analysis (specifically in the IDI), data management, and statistics.

Experience

- Experience in data analysis within the IDI desirable.
- A working knowledge of data from NZQA/TEC advantageous.
- Experience working with sensitive datasets and applying privacy and confidentiality to outputs is necessary.
- Experience working with a variety of stakeholders with varying degrees of analytical ability.
- Experience supporting stakeholders to understand data and data research outputs.
- Familiarity with working in a project-based environment and ability to manage your own time/delivery an advantage.
- Experience working in environments where applied Māori data sovereignty principles is a benefit.

Programmes/technology

- Power BI, Microsoft Excel, SharePoint, and Microsoft Teams are essential. Should also be proficient in other standard Microsoft products (Word, PowerPoint etc).
- Power Apps, Power Automate, Azure Synapse Analytics, SQL Server, Canva or similar visual design tools are desirable.
- Comfortable working in Microsoft 365 environments, including OneDrive, Outlook, and collaborative team settings.

Relationships

The Senior Data & Solutions Analyst will maintain and develop key relationships with:

- ISB Quality Assurance and Qualification Development teams.
- ISB analysts or users of SDP resources.
- Private research, insights and intelligence companies and academic researchers.
- Colleagues within Hāpaitia.
- Data suppliers (e.g., StatsNZ, NZQA, TEC).