



Position Description

Senior Analyst

Team	Monitoring Analytics
Group	Performance & Governance
Manager	Manager – Monitoring Analytics
Location	Wellington
Job band	17G
Security clearance	N/A
Date	April 2026

About the Ministry of Health (the Ministry) – Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description – Tō mātou nei aka

The Performance & Governance group brings together the Ministry's monitoring, assurance, executive advisory and ministerial support functions, all of which are critical to lifting system performance, supporting effective decision-making, and maintaining Government and public confidence in the health system.

The Group is responsible for ensuring the Ministry understands how the health system is performing, identifies emerging risks and issues early, and provides clear, credible advice to Ministers and the Director-General. This includes monitoring the performance of Crown entities, the wider health system and significant work programmes, supporting high-



quality statutory appointments and strengthening accountability and governance across the system.

The Group also acts as the link at the centre of the Ministry, coordinating executive priorities, supporting Ministers' offices, and providing independent advice and assurance to the Director-General. Through these functions Performance & Governance helps align system performance, ministerial priorities and executive leadership, enabling, timely and coherent decision-making.

Position purpose – Kōrero mō te tūranga

The Senior Analyst, Monitoring Analytics provides analytical leadership and high-quality performance insight to support the Ministry's monitoring function. The role leads the development and delivery of priority reporting and analytical products that translate complex data into clear, decision ready insights for monitoring teams, senior leaders and Ministers. The role also strengthens analytical capability and consistency by improving tools, data quality processes and repeatable reporting approaches across the monitoring system.

What you'll do – Ko tōu ake mahi

Lead priority analytics and reporting programmes

- Lead the design and delivery of an analytics and reporting programme that supports monitoring priorities (including system flow and service performance insights as required), ensuring outputs are timely, consistent and fit for purpose.

Produce high quality monitoring analytics outputs

- Extract, analyse and present data from the Ministry's National Collections and other approved sources to produce monitoring reports, dashboards and analytical products that support entity and system monitoring.

Translate data into monitoring insight

- Present analysis in a way that clearly explains the drivers, impacts and consequences of performance trends, including what is changing, why it matters, and what risks or questions it raises for monitoring.

Maintain analytical responsiveness for priority requests

- Produce analytical input for Parliamentary questions, media enquiries and other information requests related to monitoring priorities, ensuring outputs are accurate, defensible and consistent with monitoring judgements.

Strengthen data quality, consistency and re use

- Lead continuous improvement of analytical processes, tools and frameworks across the monitoring process, including improving repeatability, documentation and consistency of key performance products.



Enable effective collaboration across monitoring teams

- Build collaborative working relationships across the Directorate and wider Ministry to ensure analytics products meet monitoring needs and support integrated system insight.

Stakeholder engagement and coordination

- Manage constructive engagement internal and external stakeholders.
- Handle sensitive or complex engagement with professionalism and discretion.
- Support "no surprises" engagement through timely communication and disciplined follow through.

Continuous improvement and capability development

- Support the shift from ad hoc reporting to a more planned, insight driven monitoring approach by improving visibility, comparability over time, and confidence in key metrics used for stewardship.
- Coach and mentor analysts and support capability uplift for colleagues and stakeholders in analysis, reporting and interpretation, improving the consistency and quality of analytical practice.
- Ensure all work reflects a commitment to equity and upholds Treaty of Waitangi obligations in planning, delivery, and stakeholder engagement.

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder

What you'll bring to the role – Ko ngā pukenga ōu

- Tertiary qualification in a health, data science, statistics or relevant field and/or equivalent experience
- Strong capability in quantitative analysis and performance reporting, including the ability to produce reliable, repeatable outputs that support monitoring decisions.
- Proficiency using business intelligence and analytical tools to extract, model and present performance information such as R, SQL, Snowflake, Microsoft Excel, Power BI, and/or Qlik
- Ability to interpret complex performance trends and explain drivers, implications and risks clearly for monitoring audiences.
- Proven experience delivering high-quality advice, with sound judgment to present clear options, implications, and recommendations.
- Strong analytical and critical thinking skills, with judgement to identify patterns, weaknesses, and risks in monitoring approaches and recommend practical improvements.
- Experience improving analytical processes, tools, templates or frameworks to lift efficiency and consistency over time.
- Ability to build strong relationships across diverse stakeholders with ease and professionalism, enabling effective engagement.



- Excellent written and verbal communication skills, including drafting concise analytical commentary for senior leaders and Ministerial contexts.
- Experience coaching and lifting capability, with a demonstrated ability to mentor others and contribute to sustained improvements.
- Commitment to cultural competence, with a strong understanding of Treaty of Waitangi obligations and commitment to uphold these.

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **‘Leader of Self’** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work



Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments
- Apply the merit principle fairly, ensuring equitable opportunities for all