



Position Description

Analyst

Team	Monitoring Analytics
Group	Performance & Governance
Manager	Manager – Monitoring Analytics
Location	Wellington
Job band	15G
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 Analyst, Monitoring Analytics supports the Ministry's monitoring and stewardship function by producing accurate, timely and well-structured data, reports and analysis that underpin system and entity monitoring. The role focuses on data extraction, analysis and reporting, working under the guidance of Senior and Principal Analysts to ensure analytics products are reliable, repeatable and aligned to agreed monitoring priorities.

The role is foundational to the Monitoring Analytics function, providing high quality analytical inputs that enable monitoring teams to form judgements, identify emerging risks and understand trends over time. It does not own monitoring judgements or escalation decisions but plays a critical role in ensuring the evidence base is robust and trusted.

What you'll do – Ko tōu ake mahi

Data extraction and preparation

- Extract, clean and prepare data from the Ministry's National Collections and other approved data sources to support monitoring analytics products.
- Ensure data is accurate, consistent and appropriately documented.

Monitoring reports and dashboards

- Produce routine and ad hoc monitoring reports, tables and dashboards to agreed specifications and timelines.
- Support the maintenance and updating of repeatable monitoring products.

Analytical support to monitoring priorities

- Undertake descriptive and trend analysis to support system and entity monitoring questions identified by Senior Analysts or monitoring teams.
- Provide analytical outputs that are clearly structured and suitable for further interpretation.

Data quality and validation

- Contribute to data quality checks and validation processes, identifying anomalies or limitations and escalating issues to Senior Analysts.
- Support transparency about data caveats, assumptions and limitations.



Support to deep dives and analytical projects

- Provide analytical support to deep dives, targeted reviews or priority analytical work, under the direction of Senior or Principal Analysts.
- Work collaboratively with colleagues across Monitoring Analytics and monitoring teams to support delivery of agreed analytical work.
- Assist with producing supporting datasets, charts and analysis.

Documentation and repeatability

- Document analytical methods, queries and assumptions to support reproducibility and consistency over time.
- Contribute to the improvement of templates, standard queries and reporting artefacts.

Collaboration and responsiveness

- Respond constructively to feedback and refinement requests.
- 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
- Foundational capability in data analysis and performance reporting, with attention to accuracy and consistency.
- Experience working with analytical and business intelligence tools (for example: SQL based tools, PowerBI, R, SAS, Snowflake, Microsoft Excel, Qlik or similar).
- Strong critical thinking and analytical skills, with the ability to work with complex and sometimes incomplete information and identify key themes, risks and implications.
- Strong attention to detail, including data validation, quality checking with an ability to follow defined analytical approaches, templates and standards.
- Ability to translate analysis into clear, well-structured written advice and monitoring products suitable for senior audiences.
- Ability to exercise sound judgement to recognising when risks are emerging and appropriate escalation is required
- Proven organisational skills with the ability to think ahead, use initiative, and meet deadlines whilst preserving high levels of accuracy and confidentiality
- Strong written and verbal communication skills with the ability to tailor complex messages and present information clearly and accurately.



- Strong interpersonal skills with the ability to foster good stakeholder relationships.
- 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 haumaru

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.