

## POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI

### Position Details

Position Title	Analyst, Insights and Reporting
Reports to	Lead Advisor, Insights and Reporting
Location	Whitireia and WelTec Campuses
Date	October 2025

### Whitireia and WelTec: Our Purpose (*Ko tōna iho*)

Whitireia (Te Kura Matatini o Whitireia) and WelTec (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting ākonga first and together we serve ākonga in the Wellington region and across New Zealand.

Whitireia and WelTec change lives. We provide professional, vocational, and foundation education where ākonga learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, across a range of subjects.

### Our Guiding Principles (*Ngā Mātāpono*)

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – Uphold the commitment made by the Crown to Rangatira, including the acknowledgement of rangatiratanga and responsiveness to Māori. Understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing ākonga as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of vocational education to the needs of industry. Providing real-world learning experiences for ākonga, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the vocational sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of ākonga, supporting international ākonga engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

### **Whitireia & WelTec's Vision (Whakakitenga)**

Learning together. Transforming lives. Te ako ngātahi. Te whakaahua kētanga o te tangata.

### **Whitireia & WelTec's Values (Ngā Kaupapa e whā)**

Our values are what define us as one of New Zealand's most honoured tertiary institutions. Our faculty, kaimahi and ākonga follow and live by our values.

- Whakapapa (A sense of belonging for all learners)
- Whanaungatanga (Connected through partnerships)
- Manaaki (Supporting, growing, challenging)
- Tikanga (Doing things the right way, according to values)

### **Position Purpose (*Take Tūranga*)**

This position will have responsibility for data integration, solutions for the analytics of surveys as well as supporting the work, in particular of the Senior Analyst in providing institutional insights and reports

### **Key Accountabilities (*Ngā takohanga matua*)**

Responsibilities of this position are expected to change over time as Whitireia and WelTec respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up to date, the intention is for the high-level description below to be supported by short term (e.g. six months) roll-over action plans prepared by the incumbent and agreed with their manager.

#### **Key Accountabilities**

- Support the delivery of accurate reporting to TEC and the maintenance of information in DPX Ngā Kete
- Working with Registry, Information and Reporting to ensure the accuracy of programme information within systems and alignment to Whitireia and WelTec requirements and TEC reporting requirements.
- Maintain and continue ongoing development of business information systems (inc but not limited to SMS, LMS, 365 reporting tools our surveys reporting tools) to ensure robust and reliable cross institutional data and reporting
- Enhance the evidence base at Whitireia and WelTec by developing and publishing statistical information from central systems as required by the organisation
- Ensure Whitireia and WelTec has trusted reports and data sources by providing ongoing quality assurance of data stored in central systems
- Assist with monitoring enrolments, survey responses and educational performance indicators to ensure we comply with government funding requirements and new Government initiatives.
- Assist with both internal and external reporting as required.

## Health and Safety

- Maintain knowledge of Health and Safety procedures and actively support safe work practices in your work area.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Comply with health and safety procedures as outlined in Taikura, reporting all incidents and proactively identify hazards and support their management.

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## Collaborative Relationships

- Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of Te Pūkenga.
- Work with others collaboratively and constructively to achieve successful outcomes.
- Support the work of the Team and wider Institute campuses by actively learning and developing and responding to constructive feedback in order to continually improve the quality of work produced.
- Develop and maintain the trust, respect and confidence of colleagues.

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## Valuing and Nurturing Diversity

- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities.

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## Culture

- Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.

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## Other Duties

- Any other duties as requested by the Lead Advisor, Insights and Reporting and Registrar, Head of Information and Reporting

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## Position Dimensions (*Te rahinga o te tūranga*)

Financial delegations	No
HR delegations	No
Direct reports	No
Key Internal Relationships	<ul style="list-style-type: none"><li>• Managers and Staff across Whitireia and WelTec</li><li>• Registry</li><li>• Finance</li><li>• Service Centres and Staff</li><li>• School Operations Teams</li><li>• Heads of Schools, Operations Managers and Programme Managers</li></ul>
Key External Relationships	<ul style="list-style-type: none"><li>• Other tertiary providers</li><li>• Other education providers</li><li>• External Government agencies as required</li><li>• TEC</li></ul>

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## Person Specifications (*Tātai pūmanawa*)

Qualifications and Experience	<ul style="list-style-type: none"><li>• Relevant tertiary qualification at degree level</li><li>• Good experience in extracting and analysing data from SQL data sources</li><li>• Knowledge of relational databases</li><li>• Have advanced skill in Microsoft Excel</li><li>• A good grounding of Mathematics</li><li>• Well-developed communication skills</li><li>• Attention to detail</li></ul>
Specialist Knowledge and Skills	<ul style="list-style-type: none"><li>• Confidence in using information and communication technologies, with the ability to upskill quickly.</li></ul>

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Personal Attributes	<ul style="list-style-type: none"><li>• Experience and understanding of tertiary education systems and processes and reporting compliance</li><li>• Highly effective organisational skills, including strong ability to prioritise, problem-solve, show initiative and plan.</li><li>• Adaptable and flexible, with a 'can-do' attitude.</li><li>• Highly developed customer service skills, with the ability to relate to a broad cross section of people.</li><li>• The ability to cope with multiple competing demands.</li><li>• A team player, but able to work alone as required.</li><li>• Able to learn the new technology quickly.</li><li>• High standards of confidentiality and personal integrity.</li></ul> <hr/>
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