Position:	**Kaitātari Pakihi - Senior Business Analyst**
Te Puni:	Te Puni Tautoko Whakahaere - Organisational Support
Reports to:	Kaihoahoaina Pārongo - Information Architect
Location:	Tari Matua, Te Whanganui a Tara - National Office, Wellington
Date:	May 2019

ORGANISATIONAL STATEMENT

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

• Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
• Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
• Position government to be an enabler and a partner, empowering Māori choices; and
• To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

Whānau Taurikura - Thriving Whānau
is our vision.
Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: www.tpk.govt.nz

O TĀTOU WHAIPAINGA – OUR VALUES

Te Wero – *We pursue excellence.*

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

Manaakitanga - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

He Toa Takitini – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

Ture Tangata – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

TE PUNI (OR GROUP) STATEMENT

To ensure we can deliver on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

- People Development (delivering on our Hoa Mahi experience)
- Business Systems that are effective, efficient and responsive
- Assurance and identification and management of risk

This done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

- Information & Technology Services
- Finance & Procurement
- Communications
- Strategy & Planning
- Risk & Assurance
- Legal Service
- Human Resources & Capability
- Ministerials & Business Support
- Project/Programme Support
- Asset & Property Management

Ratonga Pārongo – Information Services

The Information Services Team provides reliable, secure access to electronic information, applications development within the Ministry with stable, integrated, secure, user relevant corporate databases and telecommunication services.

Job Description Updated & Certified: Manager_____   Date: ____ / ____ /

PURPOSE

The Senior Business Analyst is responsible for providing advice and support across Te Puni Kōkiri for the planning, development, and delivery of information systems and services advice and analysis to contribute the Ministry's outcomes for Māori, the public sector, and government.

The Senior Business Analyst works with the Information Architect, Chief Information Officer, and other members of the team to ensure that analysis and solutions developed not only meet the needs of the organisation, but contribute to achieving outcomes for Māori.

The Senior Business Analyst will lead within the team, by championing best practice, leading key projects, and mentoring other Business Analyst Team members. They will work across the organisation to ensure that projects are aligned to internal strategies, government strategies, and industry standards. They will draw upon their own technical knowledge, and that of the specialist expertise within Information Services to provide Te Puni Kōkiri with a range of accurate and fit for purpose advice and solutions

DIMENSIONS

RANGE OF INFLUENCE:

The Senior Business Analyst will collaborate with Te Puni Kōkiri staff across national office and the regional offices. They will advise, implement, and deliver analysis and solutions working closely with the organisation to ensure that the needs are met.

LEADERSHIP:

This role has no direct line management, but they will be required to take lead positions in new projects, as well as mentoring and coaching other business analysts.

FINANCIAL:

Senior Business Analysts have no financial delegations, but will be responsible for monitoring and managing financial aspects of projects that they lead or deliver on, i.e. ensuring project finances are appropriately and accurately budgeted and spent.

SPECIFIC ACCOUNTABILITIES AND DELIEVERABLES

- Liaise with other Information Services team members to ensure integration of strategies and standards across all activities
- Working across the organisation to deliver fit-for-purpose projects and analysis that align to strategies and standards
- Ensure risks are brought to the attention of appropriate managers in a timely manner, and recommend mitigation
- Understand and maintain current knowledge of Industry standards
- Supporting the organisations strategic goals and responsibilities
- Gathering and documenting user requirements to a professional standard
- Writing reports and plans
- Ability to present group findings and explain these publicly.
- Mentoring other Business Analysts in best practice business analysis
- Establish and maintain close working relationships with Information Services leadership team to ensure there are clear expectations, and that these are being met
- Work collaboratively with vendors and other teams to deliver projects as required to provide an integrated and seamless service

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- IIBA CBAP certification or an equivalent qualification
- Qualification in a Project Management methodology (Prince2, Agile)
- Systems Business Analyst experience of at least 5 years
- Demonstrated ability to work in and as a member of a team.
- Well-developed communication skills, both oral and written
- Ability to learn technical terminology and expertise in the languages used in the application(s) at least to the point of being able to specify changes.
- Understanding of the Business environment in which the application(s) delivers service and an appreciation of the Business drivers.
- Research new initiatives
- Analyse established and new systems and report on findings
- Experience in the creation feasibility studies and full systems analysis reports
- Demonstrated experience in Project Management methodology and practices
- Manage and implement projects and project plans (resources and roles)
- Communicate complex ideas and analysis effectively with individuals or groups
- Highly developed relationship management skills, and an ability to interact with a wide range of stakeholders at all levels both internally and externally
- Comfortable working in a kaupapa Māori environment
- Able to think strategically and offer ideas and solutions on how established and new application(s) can contribute to the strategic direction of the company

PREFERRED

- Technical or Business qualification in Information Technology or Systems at a tertiary level.
- Project Management exposure of at least 2 years

COMPETENCIES

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

ROLE SPECIFIC COMPETENCIES

Planning/Project Management
You are at Tipuranga when you:
Provide input to Ministry planning documents and link projects to Ministry outcomes
- You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent.
- You should be able to draw linkages to the Ministry's outcomes hierarchy and think through project outcomes within this framework.

Contribute to larger projects
- You may contribute to (rather than lead) projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager.
- You will need to operate relatively independently within clear designated groups, with support from other staff and or managers.
- You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

Manage small to medium contracts

You need to:

- be able to plan, manage and report against small to medium contracts and budget components
- be fully aware of and understand the Ministry's procurement processes and financial policies
- monitor and manage contractors' performance against deliverables and ensure you meet the Ministry's requirements.

As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry's contract management system and draft high-quality contracts in consultation with the Legal Team and/or other senior staff.

Identify project priorities, risks and opportunities

- Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities.
- You will need to think several steps ahead and anticipate and adjust for problems or risks.

Lead, plan and report on projects

You will lead defined small scale projects using the Ministry's project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures.

You need to:

- accurately scope out the length and difficulty of tasks and projects
- identify resource requirements
- identify appropriate project governance arrangements
- measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues/risks.

CORE COMPETENCIES

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

Māori Perspective

- Have some understanding of Māori values and knowledge including its origins
- Have basic Te Reo Māori including some vocabulary and structure
- Have an understanding of tikanga and are confident in situations where observed
- Apply a Māori paradigm to your work
- Work alongside Māori groups and take the time to earn their respect
- Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

Leadership

- Are committed to the kaupapa of the organisation and carry out work with professionalism
- Coach and mentor less experienced members of team
- Further the team's goals
- Support other team members to complete tasks
- Take responsibility for being a team member
- Respond and adapt to any changing environment

Relationship Management

- Understand principles of Māori interrelationships and acknowledge when dealing with people
- Actively participate and enjoy building the capability of the team
- Promote a friendly, cooperative climate in groups and teams
- Identify stakeholder needs and follow up to address them
- Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives
- Show an interest in people's issues and activities that go beyond the immediate work
- Engage others before making decisions
- Come face to face with conflict rather than trying to avoid it

Communicating Effectively

- Use basic Te Reo Māori in your work and know when it is appropriate to use
- Communicate kanohi ki te kanohi where possible
- Prepare and present clear and concise, written and verbal information to individuals or groups

- Set out arguments logically to persuade others
- Consider different communication methods and mediums to convey the desired message
- Deliver difficult messages tactfully
- Listen and ensure understanding of other people's viewpoints
- Convey relevant information to interested parties
- Contribute important information to team discussions

Results Orientation
- Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress
- Solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information
- Incorporate Māori concepts and values into your work approach
- Recognise when problems or issues create risk and act to mitigate and/or advise appropriate others
- Pursue work with energy, drive and a need to finish
- Read changing work demands and respond positively

Business Understanding
- Model Te Puni Kōkiri values
- Align your work with organisation's strategies and objectives
- Have a commitment to business policy and procedures and act to uphold them
- Understand roles and functions of business groups and how they interrelate
- Understand the basic principles of the Treaty of Waitangi and apply to your work
- Understand high level operation of government
- Understand and acknowledge relationships with other government agencies
- Maintain awareness of the political environment
- Consider impact of decisions on Te Puni Kōkiri stakeholders

KEY RELATIONSHIPS

INTERNAL

Contact	Nature and Purpose of Relationship
Information Architect	Direct Report
Is management Team	Reporting and planning I.s matters

EXTERNAL

Contact	Nature and Purpose of Relationship
Te Puni Kōkiri	User Community
External Govt. Agencies	Technical Networking
IS Service Staff	Advice AND COLLABORATION

DECISION MAKING AUTHORITY

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

HUMAN RESOURCE AUTHORITY

Area of Delegation	Delegated Authority
Recruitment	**NIL**
Remuneration	**NIL**
Development and performance	**NIL**
Ending employment	**NIL**

FINANCIAL AUTHORITY

AREA OF DELEGATION	DELEGATED AUTHORITY
Personnel expenditure	**NIL**
Direct expenditure	**NIL**
Indirect expenditure	**NIL**

NON DEPARTMENTAL DELEGATIONS

This position has been delegated the authority to approve expenditure in the following non-departmental areas:
Nil