

Kaiwhakawhanake Tātari | Analyst Developer

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa.

i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

Mō Tatauranga Aotearoa | About Stats NZ

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

Mō te tūnga | Role Purpose

Your broad role as an Analyst Developer will be to:

- Analyse, develop, document, manage the quality and associated testing of programs and systems
- Provide support and ongoing optimisation of solutions already in production
- Carry out system analysis and design work as required
- Engage with our business to understand their needs and requirements, translating them into technical capabilities
- Continually expand your technical and organisational knowledge.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Solutions are developed that are well tested and documented	<ul style="list-style-type: none">• Produce agreed solution outputs to the required Standard• Ensure solution development meets business and stakeholder needs and specifications• Ensure that the solution is well structured and documented so that it can be readily maintained by others• Use best practices such as Test-Driven Development to ensure the quality of the solution being delivered• Create, maintain, and optimise build pipelines following change control procedures• Prepare technical documentation and assist in the preparation of user operating instructions• Assist with the development of new solutions or major (project-based) enhancements to existing solutions• Conduct regular code-reviews, ensuring applicable standards are met and maintained• Plan and execute development activities effectively• Administer the recording of activities, logging of results and document technical activity undertaken.
All solutions have the required level of analysis and design created to ensure the solution meets objectives	<ul style="list-style-type: none">• Participate in the design and development activities for solutions• Translate user needs into technical specifications, translate logical designs into physical designs taking account of target environment, performance requirements and existing systems• Analyse the nature of the processing requirements examine alternative solutions, and recommend solutions/options• Specify user/system interfaces• Produce detailed designs and documents using required standards, methods and tools, including prototyping tools where appropriate• Contribute to the development of roadmaps.

All systems within your sphere of influence are supported and optimised	<ul style="list-style-type: none"> • Maintain solutions to the agreed specifications, on time, within the agreed resource budget, within service level agreements and quality levels • Ensure the documentation, test plans and test date for solutions are updated accordingly • Minimise the adverse impact of solution defects on our clients's business • Provide Support and usage advice to users • Identify and resolve issues with solutions, following service management procedures • Carry out agreed solution maintenance tasks.
The team's processes and performance are continually improved	<ul style="list-style-type: none"> • Work within, identify, improve, promote, document, and implement team processes • Ensure that the development work adheres to the team's standards • Follow quality assurance procedures so that the solution can be quality assured • Ensure that work is peer reviewed • Maintain quality of outputs and solutions and contribute to their continuous improvement.
Regular organisational security monitoring and reporting is undertaken	<ul style="list-style-type: none"> • Contribute to the development of the information security plan • Assess technical risks and provide appropriate mitigations aligned to technology and business strategies • Configure and make use of appropriate security monitoring tools • Maintain solutions to ensure they remain within an agreed risk profile • Take part in responses to security incidents.
Technical knowledge and your understanding of business drivers is continually expanded	<ul style="list-style-type: none"> • Understand the implications of new and emerging solutions and services to the organisation • Contribute to the development of Digital Business • Services' strategy and relevant policies of both Stats NZ and to cross-sector dialogue under the GCIO Strategy and Action Plan • Monitor the external environment and assess emerging technologies to evaluate the potential impacts, threats and opportunities to the organisation
Service delivery is optimised and supported	<ul style="list-style-type: none"> • Build and maintain productive customer / external relationships • Identify ways to help customers find, understand, and value official statistics

	<ul style="list-style-type: none"> • Identify opportunities for whole of government efficiencies to be realised • Build and maintain highly credible and valued professional relationships • Monitor trends that impact on service delivery • Build an understanding of Maori statistical needs, and the ethos of Maori development • Develop and maintain an understanding of the implications of the Treaty of Waitangi for your position
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	<ul style="list-style-type: none"> • Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adoptions.	<ul style="list-style-type: none"> • Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi. • Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> ○ Impartial – treating people fairly without personal favour or bias. ○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ Responsive – understanding and meeting people’s needs and aspirations.
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> • Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and

	processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.
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Ngā āhuatanga e hiahiatia ana e mātou | Person specification

Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Have the functional and technical skills and knowledge to meet the performance requirements of the position.
- Have an open and fresh approach, inclusive and collaborative style, with the desire to delight your customers.
- Pursue an objective with energy and passion, overcoming obstacles and seeing things through to the end.
- Recognise problems, analyse them, and then solve them.
- Manage tasks and time effectively and efficiently.
- Tertiary qualified or equivalent experience (1-2 years), in the development of digital products and services.
- Ability to research, discover solutions and write reports and recommendations at a high level.
- Proven ability to engage, influence, and motivate others.

Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.

Tira Horanga Hangarau – Ngā Kohinga | Technology Services – Collections

The Technology Services – Collections team is part of the Technology Services organisation unit within the Technology, Operations, Commercial & Collections (TOCC) business group.

