

Business Analyst – Project Management Office



Ā mātou mara | Our values

- Manawa nui | We reach out and welcome in
- Manawa roa | We learn and achieve together
- Manawa ora | We strengthen and grow the whole person

Reports to: Programme Manager
Team: Project Management Office
Date: January 2022

Tō mātou tirohanga roa | Our vision

He akoranga whaihua – kia waihanga i te ao o āpōpō | Learning with purpose, creating our futures

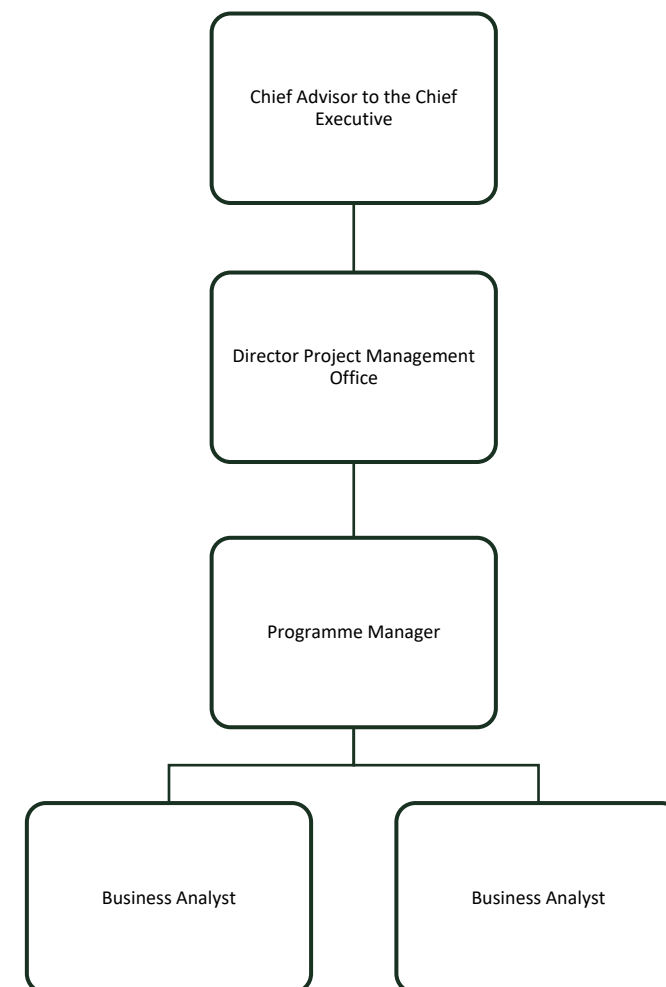
Tō mātou uptake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Ā mātou tino whāinga mātauranga | Our educational priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.



Business Analyst

Kaupapa | Purpose

The Business Analyst will support the Project Management Office (PMO) team to communicate with all stakeholders and elicit, analyse and validate the requirements for changes to business processes, information systems, and policies. In particular a specific focus on the ability to gather and analyse data applying a Māori equity and/or kaupapa Māori lens with care and consideration of data sovereignty will be necessary.

Waiaro | Be

- Super organised and with skills in project management practices and tools
- Committed to the vocational education reform and the Charter of Te Pūkenga
- Consciously aligning their and our deliverables to Te Pae Tawhiti (Tiriti Excellence Framework)
- A natural problem solver, able to think laterally and work across the programme supporting the team to meet project deliverables
- Committed to and capable of partnering with diverse key stakeholders in order to deliver exceptional and equitable outcomes
- An adaptable and flexible team player with a good sense of humour, and excellent communication and people skills
- Passionate in the continuous pursuit of enabling ākonga/learners' success

Ngā mahi | Do

- Work in cooperation with others and on more than one project at a time and so must constantly reevaluate priorities and deadlines
- Gain an understanding of the organisation and sector business processes relevant to project goals, processes in order to align reporting to needs
- Document processes to help refine the problem the project is trying to solve; documentation almost always involves diagrams modeling how work is done. Simplicity is key
- Analyse and identify how the actual work differs from established policy, procedures and protocols
- Ensure depth of analysis is well conducted when identifying a solution/s, including articulating with understanding any technological or new knowledge or frameworks proposed as part of the solution
- Engage well with others in understanding their needs, whilst identifying the delivery through analysis that you can offer
- Present the information and reports professionally, to a high standard and suitable for presentation to diverse audiences

Pūkenga | Have

- Relevant bachelor's degree qualification
- A strong knowledge and experience base from the vocational education sector
- Understanding of business analysis tools
- Experience working on large scale, complex change and transformation projects
- Excellent relationship management skills, in particular the ability to engage and influence senior stakeholders
- Ability to develop reports and process maps simply and quickly
- Solid organisational skills including attention to detail and multi-tasking skills
- A positive, can-do, "roll-up the sleeves" attitude
- A natural interest in monitoring and identifying key trends, issues, or concerns in advance of problems or performance impact

Working relationship

Functional Relationships

Internal:

- Project Managers and Project Coordinators (including those within other Te Pūkenga workstreams)
- Business/Intelligence Analysts within Te Pūkenga network
- Te Pūkenga network and subsidiaries

External:

- Tertiary Education Commission
- Professional educational bodies

Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Nil

Responsible for new employee hire: Nil

Budget owner: Nil

Delegated Financial Authority: Nil

