Senior Data Analyst

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About Whaikaha - Ministry of Disabled People

Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, iwi and hapū Māori, is key.

Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and

success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

Working in the Public Service

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 both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori, Turi Māori and recognises them in the context of their whānau, hapū and iwi. Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

Your place in Whaikaha

The Senior Data Analyst reports to the Director, Data and Insights, within the Policy and Insights Business Group.

About the role

The Senior Data Analyst provides advanced data and analytical experience, technical leadership and advice to strengthen the evidence base around disability in Aotearoa New Zealand and support evidence-informed decision-making. This includes leading complex analytical work programmes and developing accessible insights, data products and strategic reporting for internal and external audiences. The Senior Data Analyst strengthens capability across the team through peer review, mentoring and the development of robust analytical approaches.

The role also supports the Ministry's data stewardship role by promoting the appropriate, consistent, and transparent collection, interpretation and use of disability data across the data system. As part of this, the Senior Data Analyst contributes to key disability data advisory groups and community of practice, and cross-agency work programmes, using strong relationship management, facilitation and communication skills to bring together the disability community, government agencies and other partners.

How you will contribute

Analysis, insights and advice

- Lead quantitative and qualitative analytical work, from defining the question and identifying appropriate data and methods through to analysis, interpretation, and communication of findings.
- Source, analyse, and visualise data using appropriate analytical methods and tools, including R, SQL, Power BI, and Excel.
- Integrate quantitative and qualitative evidence from a range of sources to develop insights and advice that meet the needs of Whaikaha, the disability community and key stakeholders.
- Provide authoritative data, evidence, and technical advice on complex issues, including the strengths, limitations and appropriate use of available data.
- Design and deliver high-quality data products, dashboards, reports, briefings and other analytical outputs, presenting complex information in a clear and accessible way for technical and non-technical audiences.
- Contribute to briefing notes, speech notes, Cabinet papers, reports, responses to Parliamentary Questions, ministerial correspondence and Official Information Act requests.

Analytical leadership and quality assurance

- Develop and promote good analytical practice, including reusable code, standards, guidance and documentation that improve quality, consistency and reproducibility.
- Lead analytical quality assurance, including methodological review and clear communication of methods, limitations and uncertainty.
- Provide high-quality peer review to strengthen the analysis and advice produced by others.
- Mentor and support analysts and other kaimahi, sharing technical knowledge and helping build confidence and capability in data analysis, visualisation and interpretation.
- Identify opportunities for innovation and the responsible use of new analytical tools and approaches, taking account of privacy, security, ethics, accessibility and data governance.

Data stewardship

- Provide technical leadership and advice to support the Whaikaha data stewardship role and improve the collection, management, quality, interpretation and use of disability data.
- Lead or contribute to cross-government initiatives to strengthen disability data and address gaps across the wider data system aligned with the New Zealand Disability Strategy and the UNCRPD.
- Contribute to key disability data advisory groups and community of practice. This may include planning and coordinating work programmes and meetings, preparing minutes and supporting material, facilitating discussions and following through on agreed actions.
- Work with data users and providers to understand information needs and support the appropriate use of available data.
- Build and maintain deep knowledge of the disability data system, identifying gaps, risks and opportunities to improve disability data and its use.

Project and work programme leadership

- Plan and lead substantial projects and workstreams, planning scope, deliverables, dependencies and resources.
- Coordinate input from team members, subject-matter experts, contractors and partner organisations to deliver coherent, timely and high-quality outputs.
- Manage a varied work programme with a high degree of independence, balancing planned work with urgent requests and changing priorities.
- Anticipate and manage issues that may affect delivery, escalate significant issues and provide options for resolution.
- Contribute to the delivery of priority work programmes across Whaikaha, applying analytical and technical expertise as required.

Relationship management

- Build and maintain trusted, collaborative relationships across Whaikaha, government agencies, the disability community, researchers and other key stakeholders, communicating clearly and appropriately with different audiences.

- Represent Whaikaha confidently in internal and external forums, clearly communicating the Ministry's evidence, position and rationale.
- Work in partnership with stakeholders, recognising and valuing the voice of the disability community and giving effect to Te Tiriti obligations to support improved outcomes and equity for disabled people and tāngata whaikaha Māori.

Risk management

- Identify organisational risks and take action, or seek support, to minimise their impact.
- Keep the Director, Data and Insights informed of risks and emerging issues that may affect the quality, credibility or successful delivery of the Whaikaha work programme.

Embedding accessibility

- Embed a culture of genuine accessibility, actively identifying and removing barriers and recognising individual strengths and needs.
- Champion accessible data products and communications, and involve intended users when designing outputs for the disability community.

Embedding te ao Māori

- Embed te ao Māori (te reo Māori, tikanga, kawa, Te Tiriti) into the way we do things at Whaikaha.
- Continuously build experience, knowledge, skills and capability to confidently engage with whānau, hapū and iwi.

Contribute to our team - Whaikaha team player

- Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
- Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
- Stay informed about emergency management and business continuity plans relevant to your business unit and team.

Understanding these plans will help you respond appropriately in critical situations.

- Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
- Perform other duties as may be reasonably required from time to time.

What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

- Be a disabled person, tāngata whaikaha Māori, or have lived experience as whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.

Qualifications, experience and knowledge

- A relevant tertiary qualification and/or substantial equivalent experience, which may include lived experience.
- Significant practical experience in quantitative analysis, data visualisation and developing insights from multiple data sources, together with experience using qualitative evidence. Strong quantitative capability is essential.
- Highly developed technical, analytical, critical-thinking and problem-solving skills, with sound judgement about methods, data quality, uncertainty and suitability of data.
- Proven experience designing and delivering high-quality analysis, insights and advice for varied audiences, including senior leaders and non-technical users.
- Advanced experience with a combination of R, SQL, Microsoft Power BI, Microsoft Excel and/or comparable analytical and visualisation tools.

- Experience leading analytical projects or workstreams, managing competing priorities and delivering quality outputs with limited supervision.
- Experience providing technical advice, quality assurance and peer review, and supporting the development of others through coaching or mentoring.
- Experience developing and applying good analytical practices, including reproducible processes, clear documentation and robust quality assurance.
- Experience with, or knowledge of, Stats NZ's Integrated Data Infrastructure and its potential uses and limitations is desirable but not essential.
- Excellent written and oral communication skills, including the ability to explain complex evidence, limitations and implications clearly to a range of audiences.
- Strong relationship management and/or facilitation skillsincluding experience building trusted relationships, coordinating groups or forums, and working collaboratively across organisational boundaries.
- Knowledge of the disability data system and the wider social-sector data environment, or the ability to develop this knowledge quickly.
- Knowledge and understanding of Te Tiriti o Waitangi, Enabling Good Lives and the United Nations Convention on the Rights of Persons with Disabilities.

Who you will be working with

Internal

- Data and Insights team
- Policy and Insights Business Group
- Whaikaha kaimahi

External

- Disability community
- Disability Data and Evidence Advisory Group and Community of Practice
- Insights Alliance
- Stats NZ

- Researchers
- Other government agencies

Delegations

The following delegations apply to this position:

- People and Culture –N/A
- Financial – N/A

Position Description Updated: October 2026