

Business Analyst

Kaupapa | Purpose

Partner with business leaders, kaimahi and digital stakeholders to deliver high-quality business analysis that enables effective process change, application development, and digital transformation across Toi Ohomai. This role provides analysis, advice, and oversight to ensure information systems are fit for purpose, integrated, and aligned to organisational strategy and ākongā outcomes.

As part of the Digital team, this role operates in close collaboration with business units, project teams, and external vendors to support the full application and project lifecycle. The Business Analyst contributes to continuous improvement of systems, data integration, and project delivery practices.

Reports to: Digital Solutions Manager

Team: Digital

Remuneration: \$82,160.80 - \$102,701.00 (Fixed remuneration)

Date: May 2026

Ngā mahi | Do

Provide trusted business analysis and advisory services that enable effective business process change, application development, systems integration, and digital transformation, ensuring solutions align with organisational strategy, information management standards, and ākongā outcomes.

Lead and govern the end-to-end analysis and delivery of digital initiatives, ensuring requirements, solutions, and applications are fit for purpose, fully integrated, production-ready, and supported through robust documentation, testing, training, and transition to operations.

Partner with internal departments, and digital stakeholders to define needs, develop clear terms of reference, and translate complex business requirements into achievable, high-quality solutions across the full application and project lifecycle.

Apply strong project and process management discipline to plan, control, and deliver technology initiatives, proactively managing risks, quality, dependencies, and delivery performance to achieve agreed outcomes, timelines, and resource expectations.

Contribute to continuous improvement and team effectiveness by maintaining professional expertise, strengthening stakeholder relationships, sharing knowledge, and supporting kaimahi.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Degree in Computer Science or Advanced Diploma in Computing Technology; ITIL v3 and/or recognised Business Analysis qualification desirable

Minimum five years' experience in business analysis, including CRM systems and systems integration projects

Strong expertise in business and internet application usability, analysis, specification, and architecture design

Proven leadership across the full application development lifecycle, from design through to production

Demonstrated capability in project planning, control, and delivery under tight deadlines

Advanced experience in data modelling and data architecture design and management

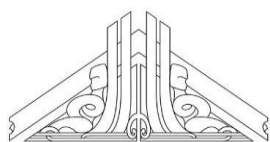
Extensive experience applying technology within educational environments, preferably at tertiary level

Proven ability to produce high-quality user requirements, specifications, manuals, and related documentation

Excellent interpersonal and written communication skills, with the ability to engage senior stakeholders

Strong analytical, problem-solving, and customer-focused approach

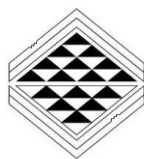
Self-motivated with strong organisational skills and a commitment to high standards, quality, and professional ethics



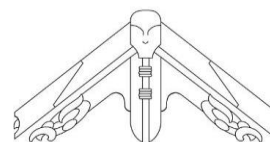
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākongā, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

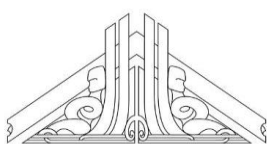
Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

Internal: Digital Team, Kaimahi and Ākongā

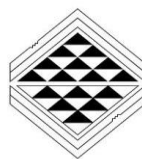
External: IT Service Companies and Software Providers



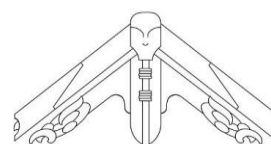
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA

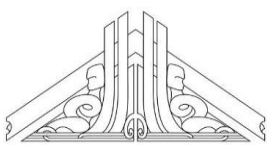


KOTAHITANGA

Resource delegations and responsibilities:

Financial: N/A

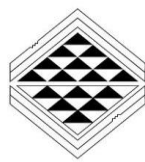
People: N/A



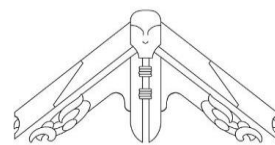
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



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