

# Senior Performance & Insights Analyst

---

## Kaupapa | Purpose

- To analyse key information to help align Wintec's performance to TEC expectations and Wintec business plan key performance indicators and to comply with formal TEC, Wintec governing bodies and internal reporting requirements and timelines.
- To develop and manage internal and external management and performance reporting systems to ensure that organisational data and information are available to internal and external stakeholders to inform strategic planning, business operations and management decision making.
- To champion organisation-wide knowledge sharing, so that the organisation's know-how, information and experience is shared inside and (as appropriate) outside the organisation with clients, partners, and stakeholders.
- To collaborate with other members of the Analytics, Information and Performance (AIP) ensuring the team contributes appropriate data and information as required for organisational performance and planning, and reports in a timely and efficient manner.
- To promote change by providing Wintec's Directors and Executive team with current and accurate internal and external information to support strategic decision making.
- To consult with key internal and external stakeholders and manage information, systems and services to deliver knowledge and information in a user-friendly, audience-appropriate and timely and efficient manner.

**Reports to:** Business and Data Solutions Manager

**Team:** Wintec

**Remuneration:** IEA Band 6 (\$90,800 to \$113,500)

## Ngā mahi | Do

- Promote knowledge sharing through the organisation's business processes by, strengthening links between knowledge sharing and information systems, and facilitating a seamless exchange of information.
- Share experiences across communities of practice, business units, and networks on the development of innovative approaches in knowledge sharing.
- Identify areas of improvement for knowledge sharing and reporting within Wintec. Undertake environment scans and reporting to inform Wintec management and others as agreed to achieve best practice in internal and external information gathering, analysis, dissemination and reporting.
- Ensure outcomes and tasks are delivered to agreed service standards and service level agreements.
- Maintain organisational data assets to ensure accuracy, completeness and consistency.
- Support continuous improvement of data quality, governance, and standards
- Ensure the development and implementation of robust policies and processes within the areas of responsibility.
- Undertake AIP projects ensuring they are performed effectively to ensure a timely & positive outcome.
- Consult with relevant other Wintec staff and internal and external clients to ascertain their information management requirements and ensure the implementation is practicable and cost-effective. Provide robust insights and analysis to inform planning and decision making.
- Hold an accurate inventory of publicly available information source/links to support planning and business case development (in collaboration with the Strategic Financial Analyst).
- Advice and support is provided to the Strategic Performance & Enterprise Senior Leadership regarding the preparation and analysis of data for planning packs for the

annual planning exercise, benchmarking and other strategic activities.

- Information is efficiently and accurately extracted using in-house tools, and is transformed into visualizations or tables that enable stakeholders to easily understand trends and insights
- Internal reporting systems are developed and managed to provide an accurate account of organisational health and product performance
- Accurate data is provided for organisational self-assessment processes under the guidance of the Quality Academic Unit (QAU).
- The AIP supports Wintec's relationship with TEC through the provision of accurate and timely data. TEC is provided with accurate and timely reporting e.g. mix of provision/priority trades/poor performing modules.
- Standardised templates and guidelines for the presentation of management and performance reports to internal customers are developed and reviewed as appropriate.
- 
- 

### **Health and safety management accountabilities are understood and applied.**

#### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

#### **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)

- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

### **Other duties**

- Performs other duties as may be reasonably required from time to time

### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

---

## **Pūkenga | Have**

### **Education, Training and Experience**

- Tertiary qualification – Bachelor's degree in Data Insights or equivalent
- 5 years + experience in data analysis and performance. Demonstrated experience and ability to engage with reporting systems and data & trend analysis. Demonstrated experience of working in the tertiary education sector. Demonstrated experience using

SQL and Visualisation tools. Experience analysing and evaluating information from a range of information sources. Experience of working within a team environment. Demonstrated experience in interpreting the significance and impact of external policy changes on an organisation. Experience in implementing system solutions and improvements

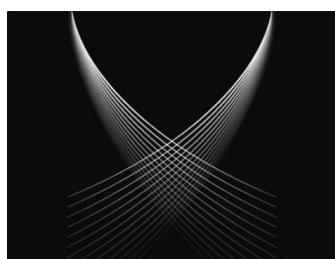
- Able to exercise judgement in problem solving. Able to anticipate needs and response to stakeholders. Recognising the relevant organisation stakeholders and manage conflicting interests. Have the ability to be innovative, to question the status quo and to adapt to changing circumstances. Highly developed interpersonal and relationship skills. Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes. Pro-actively looking for opportunities for process improvement
- 
- 
- 

---

## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

---

## **Ngā Hononga Mahi | Working relationships**

### **Internal:**

Administration Staff / Academic Staff / Dean of Faculty / Department Managers / Directors / Heads of School/Centre Directors / Team Managers/Team Leaders/Coordinators

### **External:**

Business / Industry / Community / Employers and employer groups / Government agencies / ITOs / Ākonga / learners / Unions / SAWIT / Mana Whenua, Hapū, Iwi and Māori

### **Resource delegations and responsibilities:**

**Financial:** Yes, as per delegated authority

**People:** Nil