



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Data Analyst

Strategy & Accountability Directorate, Regulatory Services, PRC

As one of Government's larger regulators, Regulatory Services aims to minimise harm and maximise benefits through effective oversight of anti-money laundering and countering financing terrorism, gambling, anti-spam and censorship regulatory systems. We are a responsive risk-based regulator that uses innovation and collaboration to maximise our impact to achieve desired outcomes for New Zealand communities.

The primary purpose of Data Analyst role is to provide high quality business and data analysis to support the Regulatory Services Group. This will include building knowledge about appropriate analysis methodologies to support delivery of the objectives and priorities of the Group. The Data Analyst will work alongside other members in the team to work with other areas of the Department and other government agencies where synergies or opportunities exist to improve regulatory practices through "joined up" and enhanced analysis.

- **Reporting to:** Manager Data Analysis and Insights
- **Location:** Wellington
- **Salary range:** IT Band G

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Work Programme</p> <ul style="list-style-type: none">• Provide quality information, data analysis and advice on compliance risks and trends• Assist in the identification of opportunities for effectively addressing non-compliance and maximising compliance• Provide timely and quality analytical support to assist in designing new initiatives, interventions and action aimed at improving compliance• Contribute to the development of monitoring and reporting on the effectiveness of specific and targeted compliance initiatives• Analyse, interpret and effectively present information and data on regulatory issues that assist Senior Management to formulate effective problem-solving strategies, policies and programmes• Contribute to the development and implementation of new and existing data analysis methodologies and processes in support of developing a high performing Data Analysis and Insights team and Regulatory Services Group• Contribute to the provision of timely and accurate performance information on the delivery of Regulatory Services Group• Assist in maintaining and developing databases that can be used to report on the Group's performance.	<ul style="list-style-type: none">• High quality data provide to Data Analysis and Insights staff and Senior Management• Senior Management have evidence-based solutions to regulatory problems when they need it in a way they can understand and use.

What you will do to contribute	As a result we will see
<p>Analysis</p> <ul style="list-style-type: none"> • Implement new requirements, data analysis and processes in support of developing a high performing Data Analysis and Insights team and Regulatory Services Group • Apply recognised methodologies in conducting data analysis using appropriate processes, tools and techniques • Contribute to the sharing of analysis across Regulatory Services, the Department and other government agencies • Contribute to the design and implementation of initiatives required to support information led culture and approach to compliance. 	<ul style="list-style-type: none"> • Collection of quality data to help enhance group performance • Sharing of relevant intelligence across Regulatory Service in order to inform of risks and identify issues.
<p>IT systems</p> <ul style="list-style-type: none"> • Work with external providers, TSS and Systems team, providing input on current IT systems and structure to meet data needs. 	<ul style="list-style-type: none"> • Streamlined reports and systems, meeting needs of Regulatory Services.
<p>Risk Management and Quality Assurance</p> <ul style="list-style-type: none"> • Assist with quality assurance and peer review of the intelligence and analysis work performed by other members of the Unit and where appropriate across the broader Regulatory Service Group • Collect, collate and analyse data from the various sectors in order to identify and report on trends or areas of risk in the Group’s regulatory sectors, the community, and wider Department • Contribute to the effective management of compliance risk by applying a strategic, organised and systemic approach to analysing data from the various sectors that Regulatory Services regulate and by working with Intelligence Analysts to provide comprehensive risks analysis. 	<ul style="list-style-type: none"> • Timely identification of risks within the regulatory sectors and beyond • Mitigated compliance risk.
<p>Capability</p> <ul style="list-style-type: none"> • Ensure own development maintains currency with latest developments in data analysis methodologies and tools. • Assist in the implantation of initiatives required to support an intelligence and analysis led culture and approach to compliance. 	<ul style="list-style-type: none"> • Management and staff who all gain and maintain a breadth of skill that can be applied across the Group.

What you will do to contribute	As a result we will see
<p>Relationship Management and Communications</p> <ul style="list-style-type: none"> Build effective working relationships with management and staff within the Unit and Regulatory Services Group in order to contribute to a well-informed and integrated approach to regulation Contribute to the development of effective working relationships with other groups within the Department and in other government agencies Engage with Operations Managers and Practice Leaders across Regulatory Services to assist in managing work flows coming into the team. 	<ul style="list-style-type: none"> Increased transparency between management and staff.
<p>Corporate Responsibilities</p> <ul style="list-style-type: none"> Use resources responsibly for benefit of the Group and the Department Participate in Department, Group and Unit development initiatives Undertake appropriate professional development; develop professional expertise in order to build credibility Undertake other tasks that the Department may reasonably require Contribute to the promotion and effective implementation of changes to policy and procedure for the benefit of the Department Manage sensitive information, often belonging to a third party, ensuring it is handled correctly and released with the appropriate caveats. 	<ul style="list-style-type: none"> More well-rounded employees who can contribute to maintaining departmental integrity.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Data Analysis and Insights	✓	✓		✓		✓
	Director Strategy and Accountability	✓	✓		✓		✓
	Data Analysis and Insights team	✓	✓		✓		✓
	Manager Operations	✓	✓		✓		✓
	Managers and staff across Regulatory Services	✓	✓		✓		✓
	Media and Communications	✓	✓		✓		✓
External	Other government agencies	✓	✓		✓		✓

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically

Experience:

- Delivering analysis at strategic and or operational levels
- Understanding of reporting requirements that include data analysis and variance explanations
- Experience working with a range of people to achieve results
- Proven success working to timelines and juggling multiple tasks.

Knowledge:

- Knowledge of, or interest in analysis methodologies and systems, (preferably in a regulatory environment)
- Knowledge of, or interest in regulatory and compliance functions and purpose.

Skills:

- Good analysis and research skills
- Developing skills in information management, data storage and warehousing, data manipulation and data presentation
- Developing skills in the use of analytical tools, including excel, IT tools such as VBA, SQL, DAX, R, SAS or Access
- Excellent written communication skills, both written and oral, comfortable conveying complex information to a wide range of audiences
- Critical reasoning skills and developing skills about appropriate approaches and risks
- Good relationship management skills, able to work with stakeholders to gather required information
- An eye for accuracy and detail
- Understanding, or willingness to develop knowledge in operational processes of government and an understanding of wider political dimensions
- Ability to maintain confidentiality and engender trust when dealing with sensitive issues.

Other requirements:

- A relevant tertiary qualification (or equivalent) including study encompassing research, statistics or computer science

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• The ability to obtain and maintain an appropriate security clearance, if required.