Senior Data Analyst, Digital Safety

Regulatory Services, Toi Hiranga| Policy, Regulation and Communities

Regulatory Services has oversight of three regulatory systems: Anti-money laundering and countering the financing of terrorism, Gambling, and Digital Safety (anti-spam and censorship). We are a responsive risk-based regulator focused on reducing harm and ensuring that iwi, hapū and communities across New Zealand are safe, resilient, and thriving.

The Senior Data Analyst is responsible for providing high quality business and data analysis to support the Regulatory Services Group. This includes using appropriate analysis methodologies to support delivery of the objectives and priorities of the Group. The Senior Data Analyst will proactively identify and 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 Intelligence and Insights
- **Location:** Wellington/Auckland
- **Salary range**: Regulatory I

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.

Working effectively with Māori

What you will do to contribute	As a result we will see
Work Programme • Provide high quality information, data analysis and advice on compliance risks and trends • Identify opportunities for effectively addressing noncompliance and maximising compliance • Provide timely and quality expert analytical support to design new initiatives, interventions and actions aimed at improving compliance • Develop monitoring and reporting on the effectiveness of specific and targeted compliance initiatives • Facilitate and lead presentations, discussions and forums up to senior management level • Analyse, interpret and effectively present information and data on regulatory issues that assist Senior Management to formulate effective problem-solving strategies, policies and programmes • Lead to the development and implementation of new and data analysis methodologies and processes in support of developing a high performing Data Analysis and Insights team and Regulatory Services Group • Provide timely and accurate performance information on the delivery of Regulatory Services activity, this includes highlighting emerging trends or issues • Maintain and develop databases that can be used to report on the Group's performance	• High quality data provided 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
Analysis • Identify, develop and implement new requirements, data analysis and processes in support of developing a high performing Data Analysis and Insights team and Regulatory Services Group • Champion and promote practices related to the collection and collation of information that can be used to inform risks, develop initiatives, identify emerging issues or monitor the Group's performance • Apply recognised methodologies in conducting data analysis using appropriate processes, tools and techniques • Lead and contribute to the sharing of analysis across Regulatory Services, the Department and other government agencies • Identify and contribute to the design and implementation of initiatives required to support information led culture and approach to compliance • Champion and promote an analysis-led approach to compliance	• 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
IT Systems • Work with external providers, TSS and Systems team to provide input on current IT systems and structure to ensure data needs are met • Work with external providers, TSS and Systems team to provide requirements of an ideal database architecture and infrastructure for data needs • Work with Systems team to provide input on current and future requirements on types of data systems for Regulatory Services	• Streamlined reports and systems, meeting needs of Regulatory Services • Systems are future proofed and agile to respond to changing needs

What you will do to contribute	As a result we will see
Risk Management and Quality Assurance • Undertaking 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 Services 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 risk analysis	• Timely identification of risks within the regulatory sectors and beyond • Mitigated compliance risk
Mentoring and coaching • Lead, coach and mentor data analysts in the team, assisting them in building capability and expertise • Provide coaching and mentoring across Regulatory Services to lift data capability • Provide technical guidance and help on software and tools used across Regulatory Services	• Data capability and expertise in team and across Regulatory Services increased • Knowledge and experience keeps pace with current and future needs of team • Tools and software used efficiently and effectively
Capability • Ensure own development maintains currency with latest developments in data analysis methodologies and tools • Lead the implementation of initiatives required to support an intelligence and analysis led culture and approach to compliance • Support the manager in lifting overall team performance by providing structured up-skilling opportunities and on the job coaching	• 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
Relationship Management, Strategy and Engagement • Build effective working relationships with management and staff within the Unit and • Regulatory Services Group in order to contribute to a well-informed an integrated approach to regulation • Lead the development of effective working relationships with other groups within the Department and in other government agencies • Contribute to the refresh of the team's strategic direction by engaging with Regulatory Services Directors and Managers • Engage with Operations Managers and Practice Leaders across Regulatory Services to manage work flows coming into team	• Work programme for team is aligned with and supports the direction of Regulatory Services • Managers have good oversight of the data work that's being carried out • Increased transparency between management and staff
Corporate Responsibilities • Use resources responsibly for the benefit of the • Group and the Department • Participate in Department, Group and Unit development initiatives • Undertake appropriate professional development; maintain currency of professional expertise in order to maintain or 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	• More well-rounded employees who can contribute to maintaining departmental integrity
Health and safety (for self) • 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	• 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:
- Leading and delivering analysis at strategic and operational levels in a regulatory environment
- Applying risk identification and management principles to an operational or policy environment
- Reporting within government and a sound understanding of reporting requirements that include data analysis and variance explanations
- Working on projects related to automation, data curing and data and risk modelling and assessment

Knowledge:
- Excellent knowledge of analysis methodologies and systems, preferably in a regulatory environment
- A sound understanding of regulatory and compliance functions and purpose

Skills:
- High level of competence in information management, data storage and warehousing, data manipulation and data presentation
- Advanced Excel skills

Your success profile for this role	What you will bring specifically
	• Experience in IT tools such as VBA, SQL, DAX, R, SAS or Access
	• Excellent communications skills - written and oral, able to communicate with credibility and convey complex information to a variety of audiences
	• Proven ability to lead and mentor analysts and peers in all areas of work
	• Excellent stakeholder engagement skills, both internal and external, able to establish and maintain effective relationships
	• Strong interpersonal skills – able to work with stakeholders to gather required information and gain buy-in
	• Excellent understanding of operational processes of government and an understanding of wider political dimensions
	• High level of critical reasoning skills and a well-developed intuition about appropriate approaches, and risks
	• Able 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
	• The ability to obtain and maintain an appropriate security clearance, if required