



TE RARAWA

TE RARAWA ANGAMUA JOB OUTLINE

(for provision to interested applicants, internal & external)

ROLE DETAILS	
TŪRANGA MAHI JOB TITLE	Tai Oro Business Analyst
PORTFOLIO	<ul style="list-style-type: none">Primarily Tātai Whetū - Te Reo ManawaOther Te Rarawa Anga Mua portfolios as required and by prior arrangement
WHAKATAU KI REPORTS TO	<ul style="list-style-type: none">In the first instance, Tai Tua, Tātai WhetūOverall to Tai Niwhaniwha General Manager
PŪTAKE TŪRANGA ROLE PURPOSE	<p>The Tai Oro Business Analyst is the bridge between our kaupapa and our contract, ensuring the Ngā Manu Mātauranga kaupapa meets its contractual obligations for data management and reporting.</p> <p>The role manages all service data for Ngā Manu Mātauranga, is critical for monitoring performance against Ministry Key Performance Indicators (KPIs); mitigating financial risk and translating data into compelling reports that demonstrate the value of, and tell the story of our team's mahi and the success of our whānau.</p>
WĀ ROANGA TERM <ul style="list-style-type: none">Type of employmentHours & days of workSalary range per annum (gross)Start DateTrial period	<p>Permanent, full time, individual employment agreement</p> <p>37.5 hours per week, Monday to Friday, between the hours of 8.30am to 5pm (flexible) to best meet the needs of the role, the employer and the employee</p> <p>\$62k-\$72k, to be negotiated based on skills and experience</p> <p>Monday 17 November 2025 - subject to satisfactory police vetting results</p> <p>90-days</p>
WĀHI MAHI WORK LOCATION	Primarily office based at 16 Matthews Avenue, Kaitaia
MĀNGAI PŪTEA FINANCIAL DELEGATION	Nil
DIRECT REPORTS	Nil, but the role does involve training and supporting Kaimahi on Content Management System (CMS) use
INTERPERSONAL RELATIONSHIPS	<p>Internal</p> <ul style="list-style-type: none">Tai Tua Portfolio Lead, Tai Niwhaniwha, Te Rarawa Anga Mua Kaimahi, in particular the Tai Pirere Whānau Learning Engagement Kaimahi and the Ngā Manu Mātauranga AdministratorTe Rūnanga o Te Rarawa Kaimahi <p>External</p> <ul style="list-style-type: none">Ministry of Education Contract ManagerWhānau whānui, ākongāMarae, haukainga, kaumatuaCommunity Service Providers/ Key Stakeholders <p>Hui</p> <p>Weekly team hui, supervision hui, quarterly Ministry review meetings</p> <p>Clients of this role</p> <p>The internal team (providing data and insights) and the Ministry of Education (provision of formal reports)</p>
DECISION-MAKING & PROBLEM-SOLVING	<p>Level of autonomy</p> <p>High autonomy in how data is analysed and presented. Decisions on report narratives and strategic recommendations are made in collaboration with the Tai Tua</p> <p>Types of decisions made</p> <p>How to best visualise performance data; identifying the key insights from a large dataset; recommending changes to data collection processes</p>



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	Common challenges Interpreting ambiguous data; reconciling discrepancies between different data sources; communicating complex data findings in a simple, clear way
AUTHORITY	Authority to query and validate data with Tai Pirere Whānau Learning Engagement
RESOURCES	To ensure the Tai Oro Business Analyst can carry out their role effectively, the following resources and software will be allocated: <ul style="list-style-type: none"> • Laptop and mobile phone • Ministry of Education's Case Management System (CMS) • Microsoft 365 - especially utilising Excel (Power BI desirable)

TE RARAWA ANGAMUA CHARITABLE TRUST

Te Rarawa Anga Mua is a wholly owned subsidiary of Te Rūnanga o Te Rarawa. Te Rarawa Anga Mua was established through the Te Rarawa Treaty settlement legislation.

Te Rarawa Anga Mua has been established as a Social Development Trust to support the inter-generational development of Te Rarawa whānau, hapū and iwi. Te Rarawa Anga Mua is focused on advancing social, environmental, cultural and economic well-being. The Te Rarawa Anga Mua Board has five Trustees.

TE RARAWA

O TĀTOU WHAINGA OUR VISION	Ko ngā whānui ō Te Rarawa, kei te tūhaka ki tō rātou tuāriki tangata, kei te piri pūmau ki tō rātou marae, kei te mau tonu te manawa ki ngā mahi awhina. <i>Te Rarawa whānau strong in their identity, active with their marae, and making a contribution.</i>
O TĀTOU KAUPAPA OUR MISSION	Ko Te Rūnanga o Te Rarawa te kaiarataki kia ārahina ngā hapū a iwi ki te kaiwhakamanawa i tō mātou mana whenua, mana tangata, me ngā rangatiratanga i raro i te whakatōpūtanga o Te Rarawa whānui, whānau, hapū, iwi. <i>To provide the means for hapū and marae to develop their resources within each rohe, to enhance the wellbeing of all Te Rarawa.</i>

KEY RESULT AREA	KEY ACTIONS	EXPECTED OUTCOMES
Collaboration & Principles	<ul style="list-style-type: none"> • Conduct yourself in a way that upholds the mana of Te Rarawa Anga Mua recognising that your actions impact widely in the rohe. • Ensure culturally, and linguistically diverse populations are supported in a culturally appropriate manner. • Be mindful of institutional racism and proactively seek to minimise barriers to access services, programmes and supports. 	<ul style="list-style-type: none"> • All programmes and services within the portfolio are designed and delivered in alignment with the principles of the Dynamics of Whanaungatanga me Te Tiriti o Waitangi.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Build and maintain strong relationships with Māori communities, incorporating their perspectives and needs into programme design, planning and implementation to ensure culturally responsive service delivery. • Foster a team environment that values and promotes cultural competence, ensuring that Kaimahi are trained and knowledgeable about Te Tiriti o Waitangi and its implications for social services work. 	<ul style="list-style-type: none"> • Equity and respecting the rights of Māori is upheld at all times.



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KEY RESULT AREA	KEY ACTIONS	EXPECTED OUTCOMES
Mana o Te Rarawa	<ul style="list-style-type: none"> Uphold the mana of Te Rarawa in all activities, engagements and interactions with all stakeholders. Preserve and promote Te Reo o Te Rarawa including its cultural heritage. Increase participation in cultural activities and events through Te Rarawa Anga Mua programmes. Integrate cultural values and practices in day-to-day operations. Ensure all programme activities and events are held on either Marae or ngā kura Māori within Te Rarawa, Te Hiku o Te Ika and/or Te Tai Tokerau rohe, where practicable. 	<ul style="list-style-type: none"> Mana of Te Rarawa upheld, cultural heritage preserved and promoted. Participation in programmes is increased and evidenced. Programme activity records demonstrate delivery held on Marae or ngā kura Māori.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health, safety and wellbeing. Actively contribute to a culture of wellbeing across Te Rarawa Anga Mua services and programmes, and the Mana Ake network. Ensure no action or inaction on your part endangers anyone else you work with. Be familiar with relevant health and safety policies and procedures of Te Rarawa Anga Mua and the environments you work in. Promote a safe and physical environment for all our people and whānau. 	<ul style="list-style-type: none"> Carry out all actions in a responsible, safe and healthy manner, as guided by health and safety policies and procedures.
Data Management & Integrity	<ul style="list-style-type: none"> Oversee all data entry into the Ministry's CMS, ensuring accuracy and timeliness. Conduct regular data audits. Act as the team's expert on the CMS, providing support to Kaimahi. 	<ul style="list-style-type: none"> Data is reliable, secure, and meets all contractual requirements. TRAM has a single source of truth for all service data.
Performance Monitoring & Reporting	<ul style="list-style-type: none"> Track and analyse performance against contract KPIs. Prepare and submit all required quarterly and annual reports to the Ministry. Develop internal dashboards for the Tai Tua. 	<ul style="list-style-type: none"> All reporting deadlines are met. The 10% withholding payment risk is proactively managed.
Qualitative Storytelling	<ul style="list-style-type: none"> Work with practitioners to gather qualitative insights and case studies. Integrate the qualitative narrative into Ministry reports to provide the "story behind the numbers". 	<ul style="list-style-type: none"> Reports provide a holistic view of success, balancing data with evidence. The Ministry understands the true value of the mahi being undertaken.
Continuous Improvement	<ul style="list-style-type: none"> Analyse data to identify trends, challenges, and opportunities. Provide data-driven insights to the Tai Tua to support strategic decisions. 	<ul style="list-style-type: none"> The service model is continuously informed by evidence and data. The team can adapt its approach to better meet the needs of whānau.
Percentage of time spent on each result area (approximately): <ol style="list-style-type: none"> Reporting & Monitoring: 50% Data Management & Integrity: 30% Qualitative Storytelling & Analysis: 20% 		



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JOB SPECIFIC COMPETENCIES

Te Rarawa has adapted the **Dynamics of Whanaungatanga - Social Practice Framework** to support all employees in their role and function. It highlights key competencies like tika, pono, and aroha as the cornerstone to '**Address, Restore, and Enhance the Tapu of Tangata so they have their Mana to achieve their Goals in Life.**'

The framework encourages meaningful collaboration and cultural sensitivity, aiming to empower organisations and individuals to support Māori wellbeing and cultural revitalisation. It guides the creation of inclusive environments and equitable outcomes across Aotearoa. Behavioural expectations align with our values, mission, behaviours, and Code of Conduct of all Kaimahi. To succeed in your role, you will need to demonstrate the behaviours and attitudes as described.

TECHNICAL AND SPECIALIST CAPABILITIES

EXPERTISE, KNOWLEDGE & SKILLS

- A tertiary qualification in data analysis, business, or a related field is desirable.
- Understanding of performance monitoring and contract reporting (government contract experience is highly desirable).
- An understanding of and commitment to Te Ao Māori.
- Kaupapa-driven, analytical, patient, a natural problem-solver, able to work collaboratively with a frontline team.
- Exceptional written communication, meticulous attention to detail, analytical thinking, ability to translate complex data.
- Advanced data analysis skills, high proficiency in Microsoft Excel, experience with reporting systems or CRMs.
- Current full driver's license.

PERSONAL ATTRIBUTES

- **Critical Thinking:** Demonstrate a keen ability to analyse complex situations, assess varying perspectives, and formulate well-informed decisions.
- **Problem Solving:** Ability to challenge with creativity and persistence, adept at identifying root causes and implementing effective solutions.
- **Innovation/ Curiosity:** Shows a natural thirst for knowledge, actively seeks to explore innovative ideas, and embraces opportunities for continuous learning.
- **Resilient:** Maintains composure and adaptability in the face of adversity, demonstrates perseverance and a steadfast commitment to overcoming obstacles.
- **Self-aware and agile:** Shows a deep understanding of personal strengths and areas for growth, capable of swiftly adjusting strategies to meet evolving circumstances.
- **Honest and courageous:** Exemplifies integrity and transparency in all interactions, unafraid to uphold principles and make tough decisions with integrity.

APPLICATION PROCESS

Please send your cover letter & CV to medadane@terarawa.co.nz

Please provide details for two current referees, including at least one who you currently report to or have reported to directly. By submitting this application, you confirm that you have notified your referees and obtained their consent for us to contact them.

Applications close:

Monday 20 October 2025, 8am

Interviews held:

Tuesday 28 to Thursday 30 October 2025