



Position Description - Kaitātari Raraunga – Data Analyst

Background	Te Tihi o Ruahine Whānau Ora Alliance Charitable Trust (Te Tihi) is committed to realising the aspirations of Whānau Ora. It is an entity that brings together local Iwi/ Māori health and social service providers, hapū and marae voices as well as local branches of national Māori organisations. Te Tuahiwi o Ruahine is the Backbone infrastructure of Te Tihi o Ruahine, this includes activating key levers to achieve whānau aspirations and outcomes and mobilise the Whānau Ora movement, including: • Kaupapa Innovation: Whānau centred design of projects, products, services, and processes; Whānau centred and led service development. • Communications: Fit for purpose communications; • Te Mata Rau: Innovation of end-to-end Digital systems and solutions; • Te Mana Whakahaere Raraunga: Strong and Agile data eco-system that mobilises Māori Data Sovereignty; • Pikihia te Poutama: Advancement of skilled and high-functioning Kaimahi, and • Puna Ora: Advocacy and coordination for Iwi and Māori provider advancement. • Housing: Pathways to Home Ownership These levers provide a holistic system of operations that work interdependently with each other.
Reporting Line	Kaitohutohu Raraunga
Functional relationships	• Kaitohutohu Raraunga / Strategy, Insights, and Analytics Advisor • Kaitātari – Whānau Ora Data Analyst • Kaituruki – Data & Operations Administrator • Kaiwhakamorimori – Developer Analyst • Kaiwhakaturuki - Raraunga - Database Administrator • Te Tuahiwi colleagues • Te Tihi o Ruahine Alliance Home Organisations • Iwi/ Māori providers across the region
Primary location	Te Tihi Headquarters (200 Broadway Avenue, Palmerston North)
Status as described in the Vulnerable Children’s Act 2014	In line with the Vulnerable Children Act 2014 and our service agreement with MidCentral DHB, this position has been identified as a Non-Core Worker position.
Position Requirements	• Fixed Term – fulltime position- 40 hours per week. • Relevant Tertiary or other experience in data administration or analysis • At a minimum- a current restricted driver licence
Role Functions	• Data Manipulation • Monitoring & Evaluation

	• Data System Safety • Project Lead • Innovation • Project Support • Facilitation And any other functions to advance the Whānau Ora movement.
ORGANISATIONAL VISION, MISSION AND VALUES	
Whakamana Whānau, oranga Motuhake - Whānau participating fully in society	
When engaging with whānau, colleagues and wider stakeholders, we will be guided by Ngā Uara and the principles of Aroha, Tika and Pono. Ngā Uara Kotahitanga – Developing and maintaining a unity of purpose and direction towards a shared vision. Pūkengatanga – Celebrating the strengths of each party which stems from their diverse culture and identity. Kaitiakitanga – Nurturing, consolidating, developing and expanding each party so that each can continue to fulfil its functions and duties. Wairuatanga - Fostering the spiritual essence of each party in addition to the physical dimension. Whānaungatanga – Recognition of strength of the individual being a part of a larger whole, of the Alliance. It is about knowing that each party has a wider set of acquaintances that can provide support, assistance, nurturing, guidance and direction when needed. Manaakitanga – Expressing acknowledgment of each party’s mana, respecting another’s point of view, perspective and behaviour. Each party should endeavour to enhance the mana of the other. Whakapapa – acknowledging whakapapa as the framework that connects people to one another, to generations past and future, and to the wider environment. It reminds us of our responsibilities to one another as well as to our kaupapa. Rangatiratanga – Expressing the attributes of a rangatira including humility, leadership by example, generosity, altruism, diplomacy, professionalism. Tino Rangatiratanga – Respecting the self-governance of each organisation and their control over their own destiny. Ūkaipōtanga – Recognition of each party’s place of belonging or identity; recognising or knowing the importance of where each party belongs, where they count, where they can contribute and the connection between the parties. Aroha, Tika, Pono – Best Practice Aroha as the underpinning principle of relationships, guides our interaction with whānau including interaction with their information and stories to ensure whānau mana is maintained at all times. Aroha guides practice across the whole continuum of mahi, from engagement and data collection to analysis and visualisation of insights. Aroha is inclusive of caring, kindness and consideration that should be expressed ā kanohi (face to face) with whānau. Tika is defined as doing what is right and underpinned by the principle of Aroha. Actions that are deemed right are informed by Mātauranga Māori and developed alongside whānau. Tika is clearly defining what you are doing, how you are doing it and why. It is the action of collectively creating and following clear processes and protocols that safeguard and uplift the mana of whānau.	

Pono is the enactment of Tika, and therefore also underpinned by Aroha, it is doing what you say you will. **Pono** is embodying and maintaining honesty and trust between organisations, the community and whānau. When kaimahi are **Pono** in their actions, their behaviour signals a movement beyond promises and good intentions to actionable steps that have value to whānau by ultimately prioritising and advocating for their lived and aspirational experience.

Te Tihi Team Functions

The below pūkenga are held collectively within our team to cultivate an awesome workgroup/workforce, creating transformation and progressing Whanau Ora as a Social Movement.

Māori Advancement

- Kaupapa, Relationships and Levers that are integral to advocate the advancement of our people.

Eg. Te Tiriti o Waitangi, Equity, Indigenous Rights, Key Partners (Iwi, Hapū, Māori and Non - Māori), Māori Models, National and Regional Māori Data Profile.

Tikanga

- Te Tihi's customary system of values and practices.

Eg. Te Reo, Kaikaranga / Kaikōrero, Karakia & Mihi Whakatau, Pepeha, Kawa and Tikanga, Waiata, Te Tihi Uara.

Te Tihi o Ruahine Frameworks

- This function is based on the different tools that sit within the Te Tihi o Ruahine suite. It actions understanding in areas that keep the organising a float and breathing.

Eg. Te Ara Whānau Ora, Wellbeing Framework, Ngā Tikanga o te Mana Whakahaere – Raraunga, Pikorua, Collective Impact

Te Tihi o Ruahine Vision and Strategy

- Hītori, Philosophical Foundation, Vision and Aspirations.

Eg. History & Structure, Whānau Ora Philosophy and Policy, Strategic Plan, Pikihia te Poutama, Te Mata Rau, Policies Ngā Kawa o te Mana Whakahaere – Raraunga

Critical Thinking using Written and Verbal Communication

- Holistically exploring and analysing any content to understand how the knowledge is grounded, applied, relevant and valued across many contexts.

Eg. Analyse Language techniques, Analyse Producers of the work, Analyse mode and style of collateral, Self-Reflection on personal bias and how this informs my analysis, Sourcing relevant information, Understand and use relevant discourse, Synthesise, communicate, and apply information

Effective Team Member

- Skills that aid kaimahi in their pursuit of becoming an Effective Team Member.

Eg. Time management, Relationships, Self-Management, Communication and Collaboration, Attention to detail Workload management Solution mind-set

Health and Safety

- Participate in health and safety management practices for all employees.

Tech Systems

- Being competent in prioritised software for Te Tihi operations.

Eg. Word, Excel, Outlook, Trello, Canva, Zoom/Teams

Approach to Workforce Advancement and Whānau Ora Activator Functions and Skills

Learning is continuous and Te Tihi acknowledges the existing pūkenga and growth that kaimahi experience across their lifetime.

Te Tihi Kaimahi will further their knowledge and learning across a wide range of functions to contribute to the realisation of Whānau Ora, and actively contribute to the:

- Identification of existing skill level within the Te Tihi Functions for this role.
- Identify additional functions for innovation and growth in line with kaimahi aspirations.
- Regularly track progression and growth alongside peers and up line.
- Shared responsibility for upskilling through both internal mechanisms (micro-skills sessions) and formal opportunities.
- Supporting other peers to grow through peer to peer, mentoring and leadership opportunities.
- Self-responsibility and management of workload and achievement of outcomes.

It is expected that this role is supported through our Nā Te Wānanga Workforce Advancement tool to proactively build a diverse skill mix across the identified Te Tihi Functions and Skills (see section below for role specific functions and skills). The priority of skills within these functions will be reflective of the current needs and opportunities within the organisation as well as in line with the aspirations of the kaimahi and the organisational strategic plan.

Key Responsibilities

Kaitātari Raraunga – Data Analyst:

The Kaitātari Raraunga – Data Analyst will focus on data platform connectivity, and providing high quality data driven tasks including those related to: data entry; data collection methods; data cleaning & preparation, data modelling, SQL data manipulation; statistical knowledge; PowerBi report design and development; data insights & strategic learning; training & guidance; as well as contributing to the wider innovative initiatives of Te Tuahiwi and Te Tihi. This role must be familiar with (or learn) and adhere to Nga Kawa o te Mana Whakahaere – Raraunga and Nga Tikanga o te Mana Whakahaere – Raraunga as the Te Tihi stance on our data governance and management.

FUNCTIONS AND SKILLS – Progression for the Kaitātari Raraunga – Data Analyst

Functions and Skills are seen to exist across a scale of progression and the below tables highlight where Te Tihi currently looks to prioritise this role's workforce advancement; based on the organisations current landscape and aspirations.

Te Tihi acknowledges that kaimahi will not necessarily come with all these functions and skills but will possess a strong set of skills and the capacity and desire to further their knowledge and learning. Induction of kaimahi will include Nā te Wānanga, where these priorities will be resolved alongside kaimahi existing pūkenga and aspirations for workforce advancement within Te Tihi o Ruahine.

Function	Data Manipulation - Is the modification of information to make it easier to read or more structured. This provides consistency to allow for data insights & strategic learning.								
Primary	Data cleaning & preparation	Data query & extraction	Data exploration & analysis	Statistical Knowledge	Reporting tools	Domain knowledge (Te Tihi)	Data Sensitivity & Privacy	Data insights & strategic learning	
Secondary	Automation & scripting	Data Warehousing & design							
Function	Monitoring & Evaluation - Monitoring and Evaluation is important for measuring the outcomes of a project and is used in conjunction with a logic model with explicit links to Ngā Tikanga o te Mana Whakahaere - Raraunga.								
Primary	Alignment to project success indicators	Matrix of Outcome & Output measures	Logic Model	Data collection method	Data flow process				
Secondary									
Function	Data System Safety - Ensures that the integrity of the infrastructure and system and that best practices are implemented, communicated and followed.								

Primary	Data archive & disposal	Monitoring & maintenance	Connection with Ngā Kawa o Te Mana Whakahaere Raraunga	Policy & Procedures	Data Standards	Risk planning & mitigation	
Secondary	Backups & recovery	OS & database config (e.g user management etc.)	Audits & Testing				
Function	Project Lead - Setting scope of mahi to align to the Te Tihi strategic vision. Ensuring there are clear milestones, timeframes, roles, processes for collaboration and measures that contribute to sustainability or scaling of the kaupapa.						
Primary	Internal and External Relationship Building	Measurement and Systems	Risk Management	Strategic Presentations			
Secondary	Approaches and Strategy Training and Projects.	Funding, Contracts and Budgets	Leadership & Mentoring				
Function	Innovation - Being Future focussed, a Solutions finder and unreserved in your dreams to propose and design creative ideas and approaches.						
Primary	Project Proposals	Pitching					

Secondary	Financial Modelling	Feasibility Study/ Research	Options Paper	
Function	Project Support – Effectively utilises foundation skills to build project collateral and maintain project momentum.			
Primary	Building Measurement Systems	Building and Deploying Evaluations		
Secondary	Setting Up Communication Collateral & Systems (Trello)			
Function	Facilitation - Enabling discussion, wānanga and / or applied learning around a specific kaupapa so as to further knowledge and learning of either the participants or the project team.			
Primary	Public Speaking	Engagement	Verbal and Written Feedback	
Secondary	Content acquisition	Session Design		

EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign)

And

Employee (print then sign)

Date: ____/____/____