

Job Description

Job details

Title	Assistant Analyst - Business Cases
Business group	Te Puna Hanganga, Matihiko Infrastructure & Digital
Team	Investment & Portfolio Management Office
Salary band	A4
Location	Wellington
Reports to	Manager – Business Cases
Direct reports	Nil

Organisation context

Our purpose	We work together to shape an education system that delivers excellent and equitable outcomes Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga
Our behaviours	Aroha: care and concern for others Ōrite: equitable opportunities for all Whanaungatanga: a shared purpose and sense of belonging Kaitiakitanga: looking after our relationships and our resources Manaaki: we are kind, generous and respectful Pono: we do the right thing, not the easy thing Mahi Tahi: we connect and collaborate Whakamanawa: we empower each other to do our best Whakawhirinaki: by consistently demonstrating our behaviours we build trust with each other and the people we service

Job context

Job purpose	<p>Te Puna Hanganga, Matihiko (TPHM) Infrastructure & Digital – Te Tāhuhu o te Mātauranga Ministry of Education, leads inclusive, accessible, and integrated national, digital, and physical infrastructure and transport services to the education system</p> <p>Our vision for school property and infrastructure is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child</p> <p>The business case is a foundational investment document which sets out the underlying rationale for the application of public funds to various projects and initiatives across the school property portfolio. The preparation of a business case requires a co-ordinated effort within TPHM to carry out the appropriate level of investigation to support good quality investment decisions</p> <p>Business cases and associated advice (including Cabinet papers for large projects) are used by TPHM senior management, Ministers, and Cabinet to prioritise and make decisions on funding for new school and upgrade projects</p> <p>The Assistant Analyst - Business Cases will assist the National Business Case Team and Regional Property Teams in preparing high quality business cases for school new-builds, redevelopments and related projects within the school property portfolio</p>
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Accountabilities

Key accountabilities	Key activities
Consolidate the process	Work with other parts of TPHM to consolidate, standardise and simplify the process for initiating, developing, and accessing business cases
Clarify the problem	Work with regional property teams and other parts of TPHM to ensure that a full analysis of the problem, need and options have been completed as part of project initiation and before business cases are developed and / or commissioned
Own the output	Coordinate with various parts of TPHM to create business cases and develop other collateral for national and regional investment boards to ensure they are compelling, clear, and well researched
Target the funding and get value for money	Work to connect funding strategies, risk analysis, strategic priorities with individual investment options to ensure that public funds are applied to achieve the best value and outcomes
Trust and confidence	Develop strong enduring relationships internally and externally that build on the existing trust and confidence TPHM has with Treasury, Ministers, and Cabinet
Be clear and well received	Write clear, unambiguous, and robust reports that outline the underlying rationale for business cases that stand up to internal and external scrutiny and reflect well on TPHM

Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Capability	Level
Leading strategically	1-2	Enhancing people performance	1-2
Leading with influence	1-2	Developing talent	1-2
Enhancing organisational performance	1-2	Enhancing team performance	1-2
Enhancing system performance	1-2	Managing work priorities	1-2
Leading at the political interface	1-2	Achieving through others	1-2
Tātai Pou	Demonstration of Tātai Pou competencies at consolidating level: <ul style="list-style-type: none"> Pou Hono – Valuing Māori Makes a clear and compelling argument as to why equitable outcomes for Māori learners are critical Pou Mana – Knowledge of Māori content Leads other to understand the Ministry's Treaty of Waitangi policy and its application to Ministry work. Pou Kipa – Achieving equitable education outcomes for Māori Develops, implements, innovates and strategically resources, to achieve equitable outcomes for Māori and leads others to do the same. 		

Key working relationships

Internal	Type of relationship
<ul style="list-style-type: none"> National Business Case Team Investment & Portfolio Management Office Property Delivery Finance 	<ul style="list-style-type: none"> Work across teams Develop and maintain strong working relationship
External	Type of relationship
<ul style="list-style-type: none"> Treasury Cabinet Office Technical consultants Other Government agencies 	<ul style="list-style-type: none"> Develop and maintain strong working relationship

Technical and specialist capabilities

Qualifications	
Essential	<ul style="list-style-type: none"> Appropriate qualifications and prior work experience in the public sector (note: because this is an entry level role, there is some flexibility around previous qualifications and experience)

Desired	<ul style="list-style-type: none"> • Experience in an area related to public sector investment and / or the preparation of business cases / investment proposals • Knowledge and experience working on complex and ambiguous projects • A collegial attitude and desire to work with colleagues to achieve results
Expertise, knowledge and skills	<ul style="list-style-type: none"> • Enjoys and thrives on working collaboratively and across teams and groups • A clear thinker and a great writer • Strong analysis skills • Ability to review and analyse information and test assumptions • Identify and manage risk • Ability to manage time effectively • Strong communication skills
Personal attributes	<ul style="list-style-type: none"> • Excellent relationship skills and the ability to facilitate outcomes through personal credibility and influence • Ask the hard questions but in a way that builds relationships and trust and doesn't get people offside • Strong team member who works toward positive team outcomes

Job details

Financial Delegation	Nil
People Delegation	Nil
Health, Safety and Wellbeing	<p>I am responsible for:</p> <ul style="list-style-type: none"> • My own health and safety and that of my colleagues. • Reporting of all incidents and near misses.
This position has the following specific requirements	<ul style="list-style-type: none"> • Police vetting - Other • Conflict of Interest

Working conditions

Physical environment	Open plan environment
Travel requirements	TBA