

Role Description

Title	Principal Data Insights Analyst
Title	Director Regulatory Authorisations
Directorate and Group	Office of Regulatory Services; Biodiversity Heritage and Visitors
Band	G
Date	May 2026
Approved By	Deputy Director General Biodiversity, Heritage and Visitors

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āiane, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The purpose of this role is to support Regulatory Permissions to make well-informed, evidence-based decisions that enable positive conservation outcomes for Aotearoa.

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

Accountabilities

Accountability	Including
Own reporting and analytics	<ul style="list-style-type: none"> • Lead the design, development, and ongoing maintenance of core reporting and dashboards used across Regulatory Permissions • Develop scalable Power BI solutions drawing on permissions and other DOC data sources • Establish and uphold standards for data quality, documentation, and version control • Manage ad-hoc analytical requests
Provide strategic and operational insights	<ul style="list-style-type: none"> • Identify trends, risks, bottlenecks, and opportunities to improve regulatory performance and outcomes • Support leadership with analysis for briefings, planning, reviews, and performance reporting • Translate complex analysis into clear, actionable insights for non-technical audiences • Contribute to shaping key questions and ensuring decisions are informed by evidence
Act as a connector across DOC	<ul style="list-style-type: none"> • Translate business needs into analytical requirements, and technical outputs into meaningful business insights • Represent Regulatory Permissions in DOC-wide discussions on data platforms, tools, and standards • Build strong, trusted relationships across the organisation
Lift data capability and maturity	<ul style="list-style-type: none"> • Identify gaps, inconsistencies, and risks in data, and work with system and process owners to improve them • Provide analytical input into system changes and platform initiatives ensuring reporting needs are met • Promote good analytical practices, including documentation, peer review, and critical interpretation of data • Support and coach staff to use data and reporting more effectively in their day-to-day work • Contribute to building a more data-informed culture within Regulatory Permissions
Collaboration and relationship management	<p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinating cross-agency initiatives within area of responsibility</p>
Work management and	Delivering on tasks as set out in work plans, performance expectations, and

Accountability	Including
delivery	<p>task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others</p>

Capabilities

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A qualification in Computer Science, Mathematics, Statistics, or a related quantitative field • At least 5 years' experience in a senior data or insights role, ideally in a regulatory, public sector, or complex operational environment • Strong SQL skills and experience with at least one analytical language (e.g. Python or R) • Proven experience designing and delivering Power BI solutions used by business audiences • Experience working with operational or system data (e.g. case management or workflow systems such as ServiceNow) • Demonstrated ability to turn complex or ambiguous questions into clear, defensible insights • Strong communication skills – able to explain technical concepts in plain language • Sound judgement balancing day-to-day demands with longer-term improvement • Collaborative working style with the ability to build trust across teams <p>Desirable</p> <ul style="list-style-type: none"> • Familiarity with regulatory, permissions, or consenting environments • Exposure to modern data tools (e.g. DBT, Snowflake)
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational and wider context of role</p>

Capabilities required	
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

Key working relationships

Internal	External
Data and insights functions EMPO BHV Monitoring and Insights ISS Regulatory Services.	Regulatory Bodies

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).