

## Role Description

Title	Performance Analyst
Manager Title	Strategy and Performance Manager
Directorate and Group	Office of the Director-General, Strategy and Performance
Band	E
Date	May 2026
Approved By	Director Office of Director-General

### Public Service

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

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake 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 collect, validate, analyse, and report on performance and other conservation data to deliver high-quality insights, visualisations, reports, and dashboards.

### 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
Data Management and Analysis	<p>Set up and maintain performance datasets, reference tables, and reporting inputs</p> <p>Carry out data cleansing, uploading &amp; reconciliation</p> <p>Follow established data standards, processes and quality assurance procedures</p> <p>Identify data quality risks, limitations and dependencies, and recommend improvements</p> <p>Collate and analyse conservation data, identifying trends and gaps</p>
Reporting and process development	<p>Produce and maintain performance reports, dashboards and visualisations that meet organisational reporting needs</p> <p>Ensure reporting products are accurate, accessible, fit-for-purpose and aligned with DOC standards, monitoring their take-up and use over time</p> <p>Contribute to the continuous improvement of reporting templates, indicators and guidance</p>
Collaboration and relationship management	<p>Work collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and 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>

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Strong performance in data analysis and reporting skills</p> <p>A relevant tertiary qualification, with at least 3 years' experience in a business intelligence and/or data analysis role</p> <p>Proficiency with programming languages such as SQL, JavaScript, or other languages such as HTML.</p> <p>Proficiency in Power BI, including integration with Snowflake, or other business intelligence tools</p> <p>Advanced competence in Excel, including in the use of VBA and Vlookups.</p>

Capabilities required	
	<p>An inquisitive, analytical mind, able to find meaning in large sets of data, to identify trends, impacts and linkages</p> <p>Ability in quantitative and qualitative analysis</p> <p>Familiarity with a range of business data types and associated KPIs and metrics</p> <p>Able to distil complex data from multiple sources into succinct, meaningful reports, including data visualisations</p> <p>Experience in providing verbal and written reports to senior management</p> <p>Confident in engaging with stakeholders to clarify requirements and influence outcomes</p> <p>Knowledge of government strategic and business planning systems and processes</p> <p>Proven ability to link performance data to an operating environment.</p> <p>Ability to translate technical analysis in a clear and concise manner that can be readily understood by operational areas.</p>
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>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

### Key working relationships

Internal	External
<p>Peers and colleagues</p> <p>Office of the Director-General</p> <p>Finance team</p>	<p>Carbon Neutral Government Programme</p> <p>Third party emissions verifier</p> <p>External auditors</p>

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).