



Education Review Office

Te Tari Arotake Mātauranga

Position:	Whatu Aho Pātahi / Analyst
Location:	National Office
Group:	Evaluation and Review - Māori (in Te Pou Mataaho team)
Reporting to:	Whatu Ahorua/ Manager Evaluation Research and Methodology - Māori Policy
Issue Date:	February 2020
Delegation Level:	5
Staff Responsibility:	No

ERO purpose

Ko te Tamaiti te Pūtake o te Kaupapa

The Child – the Heart of the Matter

The Education Review Office | Te Tari Arotake Mātauranga (ERO) is responsible for:

- evaluating the implementation of government education priorities, programmes and policies across the system
- evaluating the quality of education and care in schools and early learning services and across Communities of Learning | Kāhui Ako
- supporting improvement in the performance and operation of our early learning services, schools, kura, Te Kōhanga Reo and Communities of Learning | Kāhui Ako
- contributing to the evidence base about what works in support of decision makers and practitioners.

The driving force behind ERO is the belief that quality education is a right for every New Zealand child and young person.

The Education Review Office affirms its responsibility to honour Te Tiriti o Waitangi through recognising the unique place of Māori in Aotearoa New/Zealand.

Group purpose

The Evaluation and Review - Māori Group is made up of two teams; Te Pou Mataaho (Evaluation, Research and Methodology) and Te Uepū ā-Motu (Review).

The purpose of the Group is to deliver a programme of quality evaluations, reviews, inquiries and investigations into the provision of education in Māori immersion early learning services, kura and wharekura.

The group also leads and examines the quality of te reo Māori in English medium settings and other programmes intended to support Māori learners to achieve education success as Māori. This work will be conducted alongside ERO's Review and Improvement Services Group where applicable.

The Evaluation and Review - Māori Group also has responsibility for gathering intelligence to support:

- enhancements to the education system
- national insights into Māori immersion education provision

Through this activity the Group strives for all New Zealanders, Māori, whānau, hapū and iwi to have confidence in Māori immersion early learning services, kura, wharekura and schools and are proud of the education system.

The work of the Group supports:

- every Māori immersion early learning service, kura and wharekura to be a great place to learn while focused on a journey of continuous improvement
- every child to realise to their potential
- whānau, hapū and iwi to have valuable and valued insight into the provision of education through te reo Māori
- Māori learners to enjoy and achieve education success as Māori.

Role

The Whatu Aho Pātahi - Analyst is accountable to the Whatu Ahorua - Manager Evaluation Research and Methodology - Māori for the provision of support for planning, research, analysis and other project work in the Education Review Office.

The Whatu Aho Pātahi - Analyst will contribute to the delivery of the annual work programme of Te Pou Mataaho and other activities such as the Review and Improvement Services Group projects where necessary.

This will also include the provision of assistance and support to other members of the team when required.

The duties will include the following:

Responsibilities

1. Provide support to:

- set up data bases
- set up systems and processes
- input data as required
- collate data
- analyse data using relevant tools
- provide reliability checks on data
- present data through graphs or word
- identify and resolve common issues with reviewer synthesis tools.

2. Support for project management to

- assist with literature reviews
- provide background information and assist with professional learning and development modules to support the preparation of project plans
- maintain a tracking system to help ensure that data from the regions is regularly sent to the project managers
- assist with the development of templates, questionnaires and other key evaluation documents
- assist with the data management for the National Evaluation Projects
- liaise regularly with the project managers of the allocated projects
- take on the role project manager in some small scale projects
- assist with preparations for presentations with data visualisation and PowerPoint.

3. Provide support for data analysis from other ERO projects to

- work with other ERO and Review and Improvement Services managers to determine the scope of their project and what parts with which E&R Māori can assist
- set up data bases
- input data as required
- collate data
- support the ERO manager to analyse data using excel, SPSS and NVivo
- support the ERO manager to present tables and graphs for a written report.

Relationships

Report to Manager Evaluation Research and Methodology - Māori and work collaboratively with the Evaluation and Review - Māori Group SLT, ERO leaders and staff to ensure ERO and the Evaluation and Review - Māori Group effectively meets its goals and objectives.

Work effectively with the Evaluation and Review - Māori Senior Leadership Team and staff, Other Public-Sector agencies, key professional education sector agencies and learning institutions, including;

Te Kōhanga Reo National Trust, Te Rūnanga Nui o Nga Kura Kaupapa Māori, Ngā Kura a Iwi and various kōhanga reo and Māori medium.

The Whatu Aho Pātahi - Analyst must present a positive view of the Education Review Office to external stakeholders, such as the Ministry of Education, through their interactions with them.

Person specification

This is a key support role that requires a mix of qualitative and quantitative research skills where Kaupapa Māori research methods will be a strong advantage.

The Whatu Aho Pātahi will be good with evidence and insights, be confident with, and willing to build on, their evaluative skill set and have a particular interest in education.

The Whatu Aho Pātahi will engage with policy and work amongst the research community, be comfortable with data and provide evidence and analysis across ERO and the wider education system.

Educational Qualifications

A relevant high level tertiary qualification.

Knowledge, Experience and Skills

- ability to organise, analyse, report and present information in coherent manner
- knowledge of the compulsory education sector
- well-developed skills in written and oral communication
- understands the requirements of Academic Writing
- computer literacy, including an ability to use macros
- knowledge of Te Tiriti o Waitangi and its implications for the work of ERO
- strong understanding of te reo Māori me ōna tikanga Māori
- ability to exercise sound judgement in a variety of circumstances
- ability to anticipate, identify, analyse and resolve problems in an innovative manner
- Express ideas clearly, simply and succinctly
- Work under pressure and meet deadlines whilst maintaining quality
- Communicate confidently in a range of settings
- Organise daily work in a timely and productive way
- Identify, manage and report risks
- Understanding of the New Zealand public sector/Government systems and process

Personal Qualities and Attributes

The role requires:

- good interpersonal skills, including the ability to work in a leadership role with other staff, providing and responding to practical and appropriate feedback
- adaptability and the ability to anticipate, identify, analyse and resolve problems in an innovative manner
- effective decision making, based on analysis, common sense, experience and judgement
- the ability to handle uncertainty and remain confident when confronted with criticism or intellectual challenges, whilst remaining respectful of others
- integrity and a well-developed appreciation of what counts as ethical conduct
- respect for the law and legal process
- self-motivation and the ability to set and work to priorities
- emotional maturity and self-reliance
- a commitment to updating personal and professional knowledge
- active commitment to ERO's purpose and whakataukī.

General Accountabilities

Code of Conduct and Policies and Procedures

- Active commitment to and demonstration of ERO's policies and procedures and the ethos of the Public Service standards of integrity and conduct, being fair, impartial, responsible and trustworthy. Familiarity and compliance with the ERO's policy and procedures relating to the functions of the position held. This includes responsibility for signing up to, and ensuring any direct reports/contractors have signed up to, the current ICT user policy.

Health and Safety

- Under the Health and Safety at Work Act 2015, all staff must take reasonable care of their own health and safety and ensure that their actions do not cause harm to themselves or others. They must also comply with any reasonable instructions, policies or procedures in how to work in a safe and healthy way.

Other Duties & Responsibilities

- All employees are expected to perform other such other duties as can reasonably be regarded as incidental to their job description, and other such duties that fall reasonably within their experience and capabilities as may be assigned from time to time to meet business requirements.