

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Business Analyst II</b>
<b>Organisation</b>	Electoral Commission
<b>Location</b>	Wellington
<b>Date</b>	September 2021
<b>Reports to</b>	Manager Business Improvement

### Position Purpose

The Business Analyst will play a key role in ensuring effective business operations through well- focused planning and delivery of the requirements for successful events and projects. This person will concentrate on changes to business processes, systems and job roles. In particular this will include responsibility for:

- Events such as planning for enrolment update campaigns
- Enrolment improvement projects
- Operational improvement projects
- Data and Process Analysis
- Writing Business requirements and user stories/use cases
- Correspondence and Business rules reviews.

### Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

### Important Relationships

#### Internal:

- Chief Electoral Officer
- Commission Staff including permanent and temporary field staff.

#### External:

- Members of the public
- Community organisations
- Other public sector organisations
- Suppliers, consultants and contractors.

## Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"> <li><b>Project Management</b></li> </ul>	<ul style="list-style-type: none"> <li>Leads smaller projects to be delivered according to time, cost, and quality standards that achieve goals by:               <ul style="list-style-type: none"> <li>Develops the project scope, work schedule and budget with project sponsor (e.g. a project plan or research proposal)</li> <li>Identifies resource requirements to meet the plan</li> <li>Monitoring progress against project milestones and deliverables in accordance with the project/research plan</li> <li>Providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes</li> </ul> </li> <li>Contributing to post implementation reviews where agreed to identify learning or improvement opportunities for the future</li> <li>Assist with procurement where necessary, including the development and evaluation of business cases, RFPs, contract negotiations, vendor performance and cost management.</li> </ul>
<ul style="list-style-type: none"> <li><b>Sound Judgement &amp; Problem-Solving</b></li> </ul>	<ul style="list-style-type: none"> <li>Makes sound decisions based on a mixture of analysis, experience, and judgement</li> <li>Looks beyond the obvious for hidden problems</li> <li>Does not have trouble with problem complexity.</li> </ul>
<ul style="list-style-type: none"> <li><b>Critical Thinking</b></li> </ul>	<ul style="list-style-type: none"> <li>Keeps in mind the overall context of an issue while not losing sight of the original problem</li> <li>Provides methodical reasoning to the issue at hand and identifies linkages to the big picture</li> <li>Deals with the complexity of an issue well.</li> </ul>
<ul style="list-style-type: none"> <li><b>Quality Systems and Service</b></li> </ul>	<ul style="list-style-type: none"> <li>Contributes to the achievement of team goals for time, cost, and quality, by offering suggestions for improving current systems and procedures</li> <li>Practices a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues</li> <li>Ensures that service levels for internal and external customers meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.</li> </ul>
<ul style="list-style-type: none"> <li><b>Information Gathering and Analysis</b></li> </ul>	<ul style="list-style-type: none"> <li>Ensure a sound knowledge basis for future operations by monitoring developments, collecting data/information, and liaising with groups</li> <li>Contribute to the quality of the Commission's operational procedures and related efforts, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.</li> </ul>
<ul style="list-style-type: none"> <li><b>Relationship Management</b></li> </ul>	<ul style="list-style-type: none"> <li>Contributes to higher effectiveness levels for the Commission by identifying developing, and maintaining an appropriate network of contacts</li> <li>Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided.</li> <li>Maintains high ethical standards of conduct.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Workplace Effectiveness and Corporate Contribution</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.</li> <li>• Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Financial Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develops budgets based on government imperatives, agreed work programmes, and organisational priorities and affordability and identifies, communicates, and manages budget requirements</li> <li>• Meets organisation financial/budgeting requirements by managing the adherence to approved budgets and by managing communication of, and applying strict accountability systems for, expenditure, including the monitoring and reporting of expenditure.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Health and Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complies with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained</li> <li>• Takes personal responsibility for keeping themselves, co-workers and equipment free from mishaps</li> <li>• Ensures timely and accurate reporting of any hazards or any hazards or potential hazards so that they may be remedied.</li> </ul>

### Person Specifications

#### Qualifications and technical skills:

- A relevant tertiary qualification and/or at least 3 years business analyst experience
- Well-developed analytical skills with a keen eye for detail and the desire to probe deeper into data with the ability to formulate well-reasoned solutions
- Proven financial management skills
- High level of computer literacy
- High standard communication skills – both written and verbal.

#### Experience and knowledge profile:

- Good understanding of government planning, budgeting and reporting cycles
- Ability to work effectively in a team environment
- Ability to work under pressure to meet deadlines
- Disciplined, systematic approach to work with an ability to prioritise
- Experience in the translation of policy into practice
- Experience in business planning
- Sound knowledge or ability to quickly acquire knowledge of the strategic, operating and legislative environment.

### Key Competencies Required:

- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Critical Thinking:** Intellectual skills of analysis, sound reasoning, methodical thinking, using information wisely, and good logical problem definition and solving. Keeps in mind the overall context of an issue.
- **Environment Awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Professional Integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain.
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.

## Electoral Commission – Te Kaitiaki Take Kōwhiri

### Who we are:

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

### Our Vision

New Zealanders trust, value and take part in parliamentary elections.

### Strategic Mission

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

### Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

### Our Values

*Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti*  
Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

The Commission's TAUMATA values framework is the result of embracing the opportunity to define our values in a meaningful way that reflects Aotearoa's bicultural context. The five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

### TAUMATA – Values Framework

Ngā Uara / Values translation	Explanations
<b>Tūhonotanga</b> To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
<b>Aratakina</b> To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
<b>Uakaha</b> Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
<b>Manaakitanga</b> Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
<b>Tika</b> Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!