

Performance and Reporting Advisor

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Performance and Reporting Advisor
Reports To	CFO
Financial Delegation	As per Delegations Policy
Statutory Delegations	No
Direct Reports	0
Purpose	Develop and maintain reports for the Executive team to ensure the organisation is effectively meeting its goals and is running an efficient organisation. Working with the BI Analyst to ensure quality information is made available to decision-makers drawing insights and making recommendations for improvements. , These insights bridge the gap between raw data (reporting "what is happening") and actionable intelligence (explaining "What does it mean") to guide effective business actions in alignment with the Council's mission and strategy.
Date	

Key Relationships

External	Nature of relationship
Ministry of Education	• Informs, supports and advises
Other government agencies	• Informs, supports and advises
	• Liaises with
Internal	Nature of relationship
CFO	• Reports to
Management & Leadership team	• Informs, supports and advises
BI Analyst, Researcher & Chief Advisor	• Works collaboratively with
Policy team	• Informs, supports and advises

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
Designs frameworks and key measures / metrics to support the organisation to assess its performance and impact, and drive business decisions.	<ul style="list-style-type: none">• The frameworks and metrics align with the strategic goals and objectives of the Council, ensuring that they support the broader mission.• The data required for performance assessment is accessible, reliable, and can be collected within established timelines.• Performance metrics are clear and quantifiable, making it possible to track progress and changes over time.• Leadership, Management, and teams, provide positive feedback on the effectiveness and usefulness of the

	frameworks and metrics in guiding decision-making.
Internal reporting framework to measure effectiveness of policies and practice	<ul style="list-style-type: none"> • Work with Manager Policy to create a performance reporting framework that covers the measures of effectiveness for each lever/policy area • Using the above framework, report to the Executive team on effectiveness of Council policy.
Generates business intelligence products (e.g., reports, presentations, storyboards etc.) and performance reports	<ul style="list-style-type: none"> • Reports and intelligence products are clear and easily understandable by non-technical stakeholders and delivered within established timelines. • Information presented is accurate, reliable, and based on credible data sources. •
Creates business reports and forecasts based on insights that can translate easily into action. Communicates the results of data insights and intelligence in formats that are appropriate to multiple non-technical audiences.	<ul style="list-style-type: none"> • Reports and forecasts consistently deliver actionable insights. • Communication of data insights effectively supports decision-making across various non-technical audiences. • Positive feedback, tangible actions taken because of insights, and stakeholder satisfaction will be key indicators of success.
Supports internal management reporting, performance reporting and related processes.	<ul style="list-style-type: none"> • Timely delivery of accurate, relevant, and comprehensive internal management and performance reports that support internal decision-making processes. • Comprehensive documentation of reporting processes are maintained. •
Contribute to the development of internal and external accountability documents and performance reports including annual business plan and quarterly progress reporting, annual report etc.	<ul style="list-style-type: none"> • Contributions to accountability documents support the Councils transparency and its ability to demonstrate progress, achievements, and alignment with strategic objectives.
Continually looks to improve and enhance the reporting available to help drive business insights including identifying data quality issues and gaps in datasets.	<ul style="list-style-type: none"> • Demonstrated continuous enhancement of reporting capabilities, improved data quality, and resulting positive impact on business insights and decision-making. • Crucial indicators will be timeliness, positive user feedback, and alignment with stakeholder needs. •
Support the regular publication of key intelligence products and core datasets that provide insights to teachers and education agencies via the Teaching Council website and Education Counts.	<ul style="list-style-type: none"> • key intelligence products and core datasets are regularly published, accessible, accurate, and positively received by teachers, education agencies, and other stakeholders •

Health, Safety and Wellbeing Complying with the responsibilities under the Health and Safety at Work Act 2015.	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.
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Person Specifications

Qualifications	
Essential	Desirable
Relevant graduate degree or equivalent work experience	Master's level qualification Project Management qualification
Knowledge and Experience	
Essential	Desirable
3-5 years' experience working in Business Reporting, Analysis or Intelligence functions.	Understanding of machinery of government would be an advantage.
Experience in a range of data analysis programs	
Key Skills	
Expert Level <ul style="list-style-type: none"> • Analytical skills, including data modelling, that allow for the development of data-driven reports that provide actionable insights from complex datasets. • Able to translate complex multiple sources data into relevant insights for different audiences. • Excellent interpersonal, communication, listening and presentation skills to translate to multiple audiences. • Knowledge of machine learning concepts and experience in applying predictive analytics and data science techniques to solve business problems. • 	
Advanced Level <ul style="list-style-type: none"> • Strong critical thinking skills to help solve business problems and make decisions. • Attention to detail. • System Thinking skills. • Self-starter and able to work independently. • Able to deal with ambiguity • Inherently curious and able to seek out the story behind any dataset. • Skill in translating data insights into compelling narratives and actionable recommendations for decision-makers. • Ability to manage and lead business intelligence projects, • Project management experience 	
Working Knowledge <ul style="list-style-type: none"> • Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector • 	