

Analyst, Business Sustainability

# Job Description

<b>Date</b>	January 2026
<b>Location / Business Unit</b>	Wellington
<b>Reporting to</b>	Director, Business Sustainability
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Director, Business Sustainability</li><li>• Financial Planning and Analysis Manager</li><li>• Chief Financial Officer</li><li>• Chief People Officer</li><li>• The broader Finance and People &amp; Properties teams</li><li>• Wider management and budget holders</li></ul>
<b>Position Type</b>	Permanent, Full-time

## Te Tūranga - About the Role

You'll be responsible for maintaining, managing, and interpreting key data to inform innovative and forward-thinking business decisions.

This role provides support through data management, analysis, and communication, engaging with kaimahi and stakeholders across RNZ. You will provide advice, prepare reports, and respond to requests, while also contributing to the development of initiatives that advance RNZ's long-term business resilience, ESG (Environmental, Social, and Governance) programmes, and emissions audit compliance.

## Te Mahi - About the job

- Support and improve business and financial processes and advance RNZ's ESG sustainability objectives and outcomes.
- Support kaimahi and leaders to ensure the sustainability programme is clearly communicated, understood, and actively contributed to.
- Design, implement, and maintain reporting systems and processes providing high-quality, consistent and reliable data.
- Monitor, analyse, and report on RNZ's carbon emissions, identifying opportunities for reduction and driving continuous improvement in emissions management.
- Lead the annual Toitū audit, manage relationships with audit partners, being responsible for emissions reporting data to ensure compliance with external certification and reporting requirements.
- Advise on and improve RNZ's systems and processes to ensure sustainability and workforce data is accurate, accessible, and reliable for reporting.
- Prepare high-quality business, financial, and ESG data, documentation, analysis, forecasting and reporting.
- Assist in developing and delivering reporting that supports decision-making processes and meets compliance obligations.
- Capture, manage, and analyse Sustainability, Living Wage accreditation, Finance, performance reporting, and Workforce data to produce accurate reporting and actionable insights.
- Partner with RNZ teams and managers to provide clear, user-friendly insights that support the delivery of RNZ's Business Sustainability and Finance strategies.
- Develop and improve processes that enable the Toitūtanga and Finance Teams to identify trends, patterns, and risks, and communicate information clearly and reliably.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant tertiary qualification in an environmental, sustainability or financial discipline, or relevant experience</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Providing high levels of business support and analysis</li><li>• Understanding of environmental sustainability and carbon emissions and reporting</li><li>• Researching novel solutions in an evolving field</li></ul>

	<ul style="list-style-type: none"> <li>• Te Reo and Tikanga competency or at a minimum a commitment to upskill</li> <li>• Communicating and relating successfully to diverse groups of people</li> </ul>
	<ul style="list-style-type: none"> <li>• Proficiency in project software such as Smartsheet, and MS Office Suite, particularly Excel</li> <li>• Excellent analytical and problem-solving skills with the ability to interpret complex data and provide actionable insights</li> <li>• Provide project support</li> <li>• Exercise sound judgment and act decisively</li> <li>• Pay attention to detail while understanding the big picture</li> <li>• Think flexibly and creatively with an ability to quickly grasp complex topics</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Persist in achieving results by overcoming setbacks and obstacles</li> <li>• Stay calm and level-headed in difficult situations or under stress</li> <li>• Tolerate ambiguity</li> <li>• Manage self and seek counsel when needed</li> <li>• Maintain honest and open 'no surprises' relationships with all colleagues</li> <li>• The willingness to solicit and act on constructive feedback</li> <li>• Foster a constructive and inclusive culture</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Actively contribute to a collaborative workplace including the application of flexible thinking and behaviour, displaying core RNZ values in terms of attitude, behaviour and treatment of colleagues</li> <li>• Recognises the value of cultural and community diversity</li> <li>• Able to use initiative and adapt to changing priorities and demands</li> </ul>

# Te Ahurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



**BOLD**  
be

We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



**Day**  
**Every**  
**Better**

We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



**Manaaki**  
**tanga**

We encourage people to flourish. We extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.