

Data Analyst

Purpose | Te arotahi mātua

The Data Analyst is responsible for working collaboratively and cohesively within the Environmental Data team providing specialist expertise and knowledge in the field of data analytics and the quality assurance of large environmental data sets.

The Data Analyst is responsible for the quality control, quality coding, analysis and dissemination of robust and defensible environmental data collected across the Taranaki region. The Data Analyst is also responsible for the oversight of internal and external data transfers and the management and completion of data requests.

The role encompasses engagement with consent holders and applicants, consultants, iwi/hapū, and a range of internal and external stakeholders to drive improved environmental outcomes.

Role dimensions | Te ahū mahi

Responsible to: Team Leader – Environmental Data
Responsible for: Nil
Primary location: Stratford

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Science and technology programmes

- Oversight of the quality control, quality coding and archiving of all continuous environmental data, this includes (but is not limited to):
 1. Checking all processed data for accuracy and correcting where necessary
 2. Processing additional data as required
 3. Performing five-yearly data audits
 4. Ensuring that all data meets nationally recognised standards as defined in the National Environmental Monitoring Standards (NEMS).
- Data management including the documentation and continuous improvement of procedures, metadata and overall environmental data management.
- Management and fulfilment of all incoming requests for data, whether from internal or external customers.
- Data analysis and the reporting on common environmental trends across the region.
- Assist the Science and Technology leadership team to develop and implement yearly work programmes, goals, KPI's, and assessing the effectiveness of the work programmes.

Technical advice

- Provide specialist advice, support and mentoring to Environmental Data Officers, scientists and the wider Environment Quality group in the area of data analytics promoting consistency, efficiency and innovation in data management and analysis.
- Provide thought leadership to the Taranaki Regional Council's strategies regarding environmental data analysis, data management and related matters.
- Identify and communicate opportunities for improvement in data collection, data management, analytical methods and reporting, and any related tools, processes or procedures.
- Maintain oversight of best practice and emerging methodologies and technologies across the data analytics sector.

Māori relationships

- Work effectively with tangata whenua and Māori in relation to the work of the Environment Quality group and support the delivery of Taranaki Regional Council strategic priorities.
- Maintain an understanding of the relationships, and work that Taranaki Regional Council has underway, with tangata whenua and Māori groups across the region.

Stakeholder engagement

- Interface internally and externally on matters regarding environmental data analysis, data systems, software and database development programmes.
- Develop and maintain professional networks across all relevant sectors, identifying opportunities to leverage or collaborate on projects that may benefit the Taranaki Regional Council.
- Represent the Taranaki Regional Council in relevant national forums e.g. workshops, SIG groups, conferences etc.

Science standard

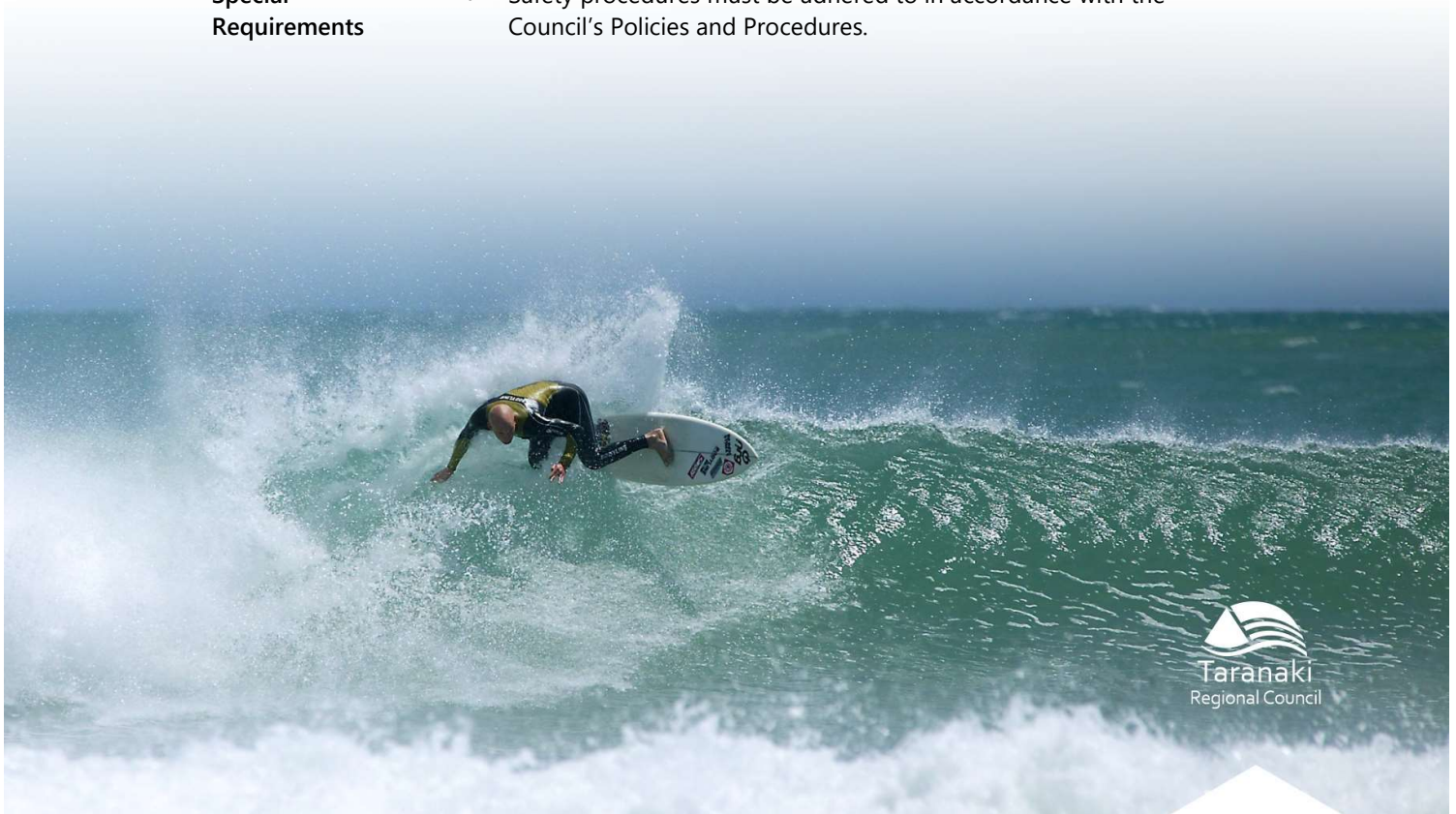
- Identify data gaps or opportunities to improve the Taranaki Regional Council's data and information, and insights and understanding of environmental processes within the region, and work with the Team Leader – Environmental Data to develop work programmes and investigations to address these.
- Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable standards for which the Council has attained, or is working towards achieving accreditation.

Quality assurance

- Delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes:
 1. Delivering outputs that are fit for purpose to meet all internal and external monitoring and reporting obligations
 2. Delivering outputs which conform to the requirements of any applicable standards for which the Taranaki Regional Council has attained or is working towards achieving accreditation.
- Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned.

Special Requirements

- Safety procedures must be adhered to in accordance with the Council's Policies and Procedures.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council polices and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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|-----------------------|---|
| Qualifications | <ul style="list-style-type: none">• A bachelor's degree in environmental data management, computer or data science, statistics or a field that is relevant to the specialisation of this role is required.• A post-graduate qualification in a field that is relevant to the specialisation of this role is preferred. |
| Experience | <ul style="list-style-type: none">• At least two years' experience in environmental monitoring, preferably in processing, cleaning and management of large environment datasets.• Experience using Hilltop, or other time-series data management programmes.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Able to collate and critically analyse scientific data and information for environmental monitoring and reporting purposes.• Strong skills in written and verbal communication, able to convey and interpret data/information to meet a diverse range of audience needs.• Strict attention to quality control, data analysis, data management and accurate record keeping.• Good organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes. |
| Knowledge | <ul style="list-style-type: none">• Advanced understanding of statistics and/or analysis of large data sets.• Advanced analytical knowledge, and understanding of issues related to data quality, data storage and access.• Awareness and understanding of R, Python and/or similar scripting languages.• Working knowledge of GIS software, preferably ArcGIS Pro.• Advanced knowledge and understanding of the National Environmental Monitoring Standards (NEMS). |

**Personal
attributes**

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully
- **Goal orientated** – shows commitment and ambition
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind
- **Integrity** – leads with purpose and inclusiveness
- **Resilience** – displays resilience, maintains composure
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development
- Excellent judgement and initiative, able to make decisions
- Open-minded, practical problem solver
- Proven interpersonal and conflict resolution skills
- Good level of fitness and eyesight



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

Internal

- All Taranaki Regional Council staff
- Environmental Data team
- Data scientists, scientists, technical officers and staff across the Environment Quality group
- Business Information and Technology Services team

External

- Central government departments and agencies
- Civil Defence
- Other Regional and Local Authority staff
- Resource consent applicants, holders and their consultants
- Research agencies, consultants and science providers
- General public, iwi/hapū and special interest groups

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mihana

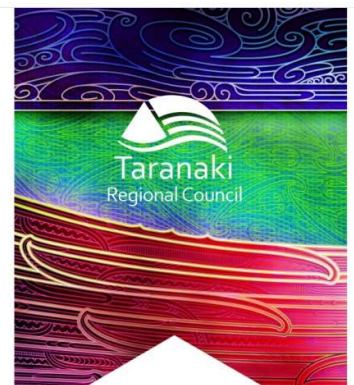
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

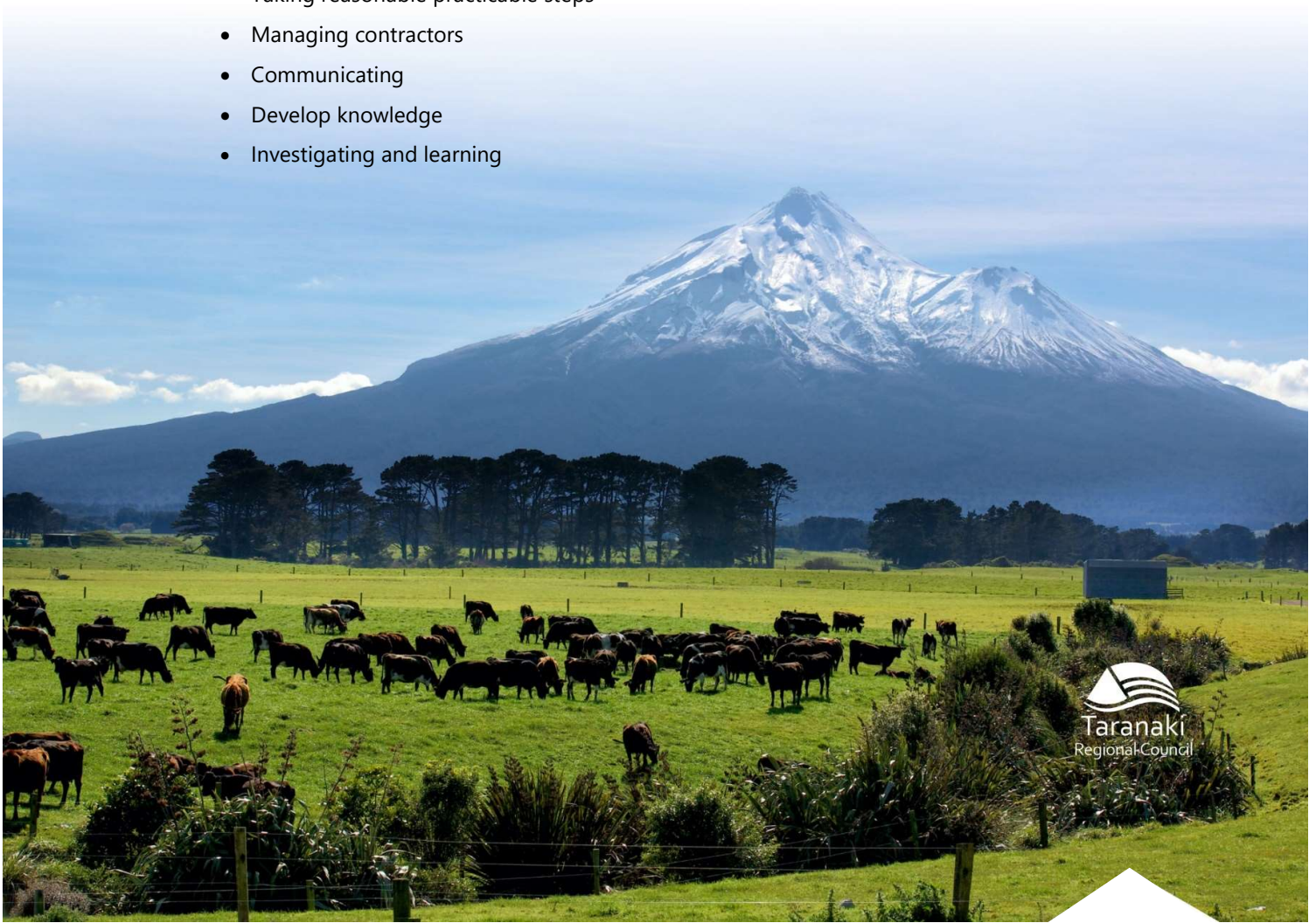
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1** The safety of our people and the communities in which we operate always comes first.
- 2** We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none">• Service Standards• Customer Service• Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none">• Aligns Work• Collaborates• Assesses Impact and Value• Promotes Change
Self-Awareness	<ul style="list-style-type: none">• Knows Self• Develops Self and Others• Builds Trust
Communicates Effectively	<ul style="list-style-type: none">• Clear Messages• Adapts Style• Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none">• Systems Knowledge• Works Efficiently• Data Management
Wellness and Risk	<ul style="list-style-type: none">• Policies and Procedures• Manages Risks• Proactive Wellbeing• Site Safety
Cultural Awareness	<ul style="list-style-type: none">• Reo• Tikanga• Whakawhanaungatanga• Local context• Mātauranga Māori• Regulatory Environment