

## Operational Analyst

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### Horopaki | Context

Environment Canterbury is the Regional Council for the largest region in New Zealand Aotearoa. We are committed to working in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and political context affecting Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our work/mahi focuses on the delivery of three core services to the Canterbury/Waitaha community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our strategic pou of:

- Putting the community and our customers at the heart of everything we do;
- Growing our relationship with mana whenua into a true partnership;
- Maturing our governance model and understanding of our political environment;
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

### Aronga | Purpose

To provide quality assurance and support to Environment Canterbury's Operations Group, primarily programs of work associated with the implementation of the Air, Land and Water, and Biosecurity and Biodiversity workstreams ensuring data integrity, quality and timeliness as required for reporting purposes at a national and regional level. To undertake gap analysis as required and make recommendations to mitigate any associated risks.

### Ngā Haepapa | Accountabilities

1. Maintain operational data sets which could include but is not limited to, the Wilding Conifer, Wallaby and Compliance data sets.
2. Develop, implement, and maintain processes in order to ensure consistent and accurate data quality for reporting purposes.
3. Analyse information and data, provide forecasts, projections and options, and make recommendations to facilitate and inform decision making.
4. Establish and maintain relationships with 3<sup>rd</sup> parties within local and central government as well as industry related agencies and organisations to continue the development of data management guidelines and standards.

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5. Provide support and training to internal users of data management and reporting functions to ensure effective and efficient use.
6. Provide overall data stewardship for the Operations Group, such as Environment Canterbury's Biosecurity data, ensuring compliance with national agreements, policy and regulatory obligations.
7. Provide relevant high-quality data to be incorporated within the Operations Group project reporting tool to provide organisational transparency in terms of the outputs achieved in relation to the national programmes of work.

## **Toitū Te Tiriti | Treaty Partner Excellence**

- Deliver outcomes that underpin and give effect to the achievement of Ngāi Tahu cultural and environmental aspirations, including but not limited to, Mahinga kai, and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution so these can be considered in mahi programme development and prioritisation.
- Demonstrate an openness and courageousness in approach to issues and co-design of processes and systems supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

## **Hauora me te Marutau | Health and Safety**

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously.

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi (our people) and the communities within which we operate.
- Maintain an enquiring mind, undertake own due diligence and knowledge on best practice to ensure a detailed understanding of any risks kaimahi (our people) may face in their mahi (work) and are appropriately removed or mitigated.

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- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

## **Hononga ā-Mahi | Working Relationships**

### **Kai rō Kaunihera | Within the Organisation**

- Accountable to the Team Leader for the provision and integrity of operational data and reporting.
- Frequent interaction with internal stakeholders from across the Operations Group, and other relevant specialist groups e.g. Biosecurity Group and the South Canterbury Office to take guidance and strategic direction on data management.
- Regular communication with the Operations Section Leaders and Senior Management team to ensure organisation consistency and support is provided where required.
- Liaison and co-ordination required with staff at all levels on relevant data management issues to ensure transparency of information.

### **Kai waho i te Kaunihera | Outside the Organisation**

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Regular and frequent liaison and leadership with contractors and service providers to ensure information provided is appropriate and accurate.

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- Establish and maintain links with local and central government as well as industry related agencies and organisations relating to the national programmes of work to ensure the flow of information between parties is appropriate and accurate.
- Work collaboratively with other regional councils in relation to approaches and requirements of data provision and reporting on the national programmes of work to ensure consistency between all parties providing data associated with national programmes of work.

## **Ngā Herenga Motuhake | Special Conditions**

May be required to occasionally work outside normal hours of work to attend meetings.

## **Māngai Whakahaere | Delegations and Authorities**

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

## **Ngā Āheitanga | Capabilities**

### **Tohu Mātauranga | Qualifications**

- A relevant tertiary qualification in Information Systems/Data Science / analysis or equivalent is or alternatively, significant experience in operational data analysis or Information Systems/Data science is essential.

### **Mātau ā-wheako | Experience**

- A minimum of five years' experience in either systems management or data analysis.
- Proven experience in systems development and maintenance, and liaison with systems providers.
- Experience in facilitation of systems use, user needs analysis and requirements scoping.
- Highly competent across the MS Suite of applications and an aptitude to specialised or bespoke systems.
- Experience in development of policies, processes and guidelines
- Ability to translate data or technical information to non-technical people.
- Proven ability to engage a wide range of people including the ability to build competency, coach or train.

## **Ngā Pūkenga Matatau | Core Competencies**

Specific behaviours at the Team Member level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete or the Environment Canterbury Careers website.

### **Customer Focus**

Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.

### **Business Acumen**

Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic,

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	financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Operational Analyst will be required to accept and carry out other duties.

<b>Location</b>	Christchurch and Environs	<b>Position code</b>	OPERCMP.022 or OPERFDS.029
<b>Band</b>	5		

I agree to undertake the responsibilities detailed in this job description:

**Ingoa | Name:**

**Waitohu | Signature:**

**Rā | Date Signed:**

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