

Senior BI Analyst

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work 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 region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- 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:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of the Senior BI Data Analyst transforms data into actionable information and insights that identify opportunities, inform decisions and support business processes. They do this by extracting, analyzing, and interpreting data, creating reports and dashboards, ensuring data accuracy, and collaborating with individuals and teams to identify requirements and deliver solutions.

The Senior BI Data Analyst drives good data solution design and practices both within the BI & Data Team and wider DS team. Using data from diverse organisational systems, the Senior BI Data Analyst delivers robust analytics and technology solutions to meet business requirements, aligning closely with the overarching Data Strategy and enterprise data architecture.

This role requires an understanding of both business needs and technical processes, ensuring the provision of effective methods and data solutions across the entire data lifecycle, from collection to informed recommendations.

Ngā Haepapa | Accountabilities

- Build strong relationships and actively engage with business stakeholders to understand business requirements and data needs, providing advice, influencing decisions, and recommending solutions to data issues, ensuring alignment to the data architecture and the business' strategy and objectives.
- Provide thought leadership on technology, innovation and good practice within the BI & DM Team and wider DS Team. Organize work components and lead others when required to complete work whilst embedding good standards, patterns and ways of working.
- Proactively contributes to the uplift of data literacy within the organization, ensuring it is aligned to the Data Strategy and business outcomes. Collaborate with stakeholders, conduct presentations, demos and user training sessions to ensure effective use of BI tools.
- Gather, compile, process, cleanse and transform data from various sources, to undertake data analysis. Using statistical methods and tools to analyze data and identify trends, patterns, and insights. Provide actionable recommendations after conducting data analysis to extract meaningful insights and generate reports and visualisations.
- Work closely with data architects and data engineers to develop and implement data solutions; ensure data infrastructure and architecture support analytical needs.
- Develop, update, and implement data models to support analysis and reporting, ensuring alignment with the data architecture.
- Proactively create and maintain documentation, including design, requirements, training, and user manuals. Provide advice and proactively contribute to the development and implementation of standard data documentation and data management processes; ensure that data sources, methodologies, and analysis processes are documented.
- Contribute to data governance practices, monitoring & enforcing data policies to maintain data security and compliance. Proactively assist the development, implementation, and maintenance of ECan's data management framework and enterprise data platforms influencing the business to ensure best practices and principles are adopted across the organization, and in alignment to the data architecture principles & guidelines.
- Working to trace and understand data errors in reporting and in the Data Platform to help identify and recommend solutions.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving 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, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in 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 Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our 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; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to Team Leader
- Daily collaboration with data colleagues and key business SMEs on the development of data solutions
- Work closely with the business to gain an understanding of their requirements
- Work closely with the leadership, lead data steward, data architect, and data colleagues within Digital Solutions to ensure that their work aligns to the data architecture and with overall business goals and objectives.
- Actively collaborate with the wider organisation and data colleagues to promote the adoption of data management policies, best practices, and tools; and to gain feedback for improvement to ensure a consistent and inclusive approach to data management.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate 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.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

You may also be required to work outside normal hours of work from time to time.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has 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.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A minimum of a tertiary degree-level qualification with an emphasis on data analytics, information systems or similar discipline.

Mātau ā-wheako | Experience

- At least 7 years of professional experience in a similar environment, with at least 3 years in:
 - Data management including data cleansing and data transformation processes
 - Data manipulation and analysis of data, including statistical analysis and both quantitative and qualitative analysis.
- Proficiency in data modeling, SQL, data visualization tools (e.g., Power BI), and data analysis languages (e.g., Python, R), knowledge of Data Platform tools to debug and trace data issues
- Strong ability to acquire new knowledge and apply to develop solutions, standards and patterns.
- Proven experience working with key stake holders and team members building productive relationships.
- Proven ability to work independently and break down, understand, communicate and resolve complex problems, challenges and solutions. Excellent analytical and critical thinking skills, with a keen eye for detail.
- Proven ability to guide, mentor and lead others when needed to help ensure BI & Data related work is completed and meets the required quality.
- Strong written and verbal communication and influencing skills with the ability to translate technical data concepts to a non-technical audience
- Experienced in writing reports and recommendations
- Flexibility, adaptability, and the ability to deal with ambiguity

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Leader level sit beneath each of the following organisational competencies.

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, 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. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
[...]	[...]	[...]

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: