

POSITION TITLE:	Data and Business Intelligence Analyst		
GROUP:	Corporate Services	SECTION:	Information & Communication Technology
REPORTS TO:	Team Leader – Technology Solutions		
RESPONSIBLE FOR:	n/a		
FAMILY:	TS4	GRADE:	15
DATE REVIEWED:	May 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Data and Business Intelligence (BI) Analyst will help HBRC in the definition and implementation of the Enterprise Data Strategy, ensuring HBRC’s data is maintained, stored, secured, backed up and made available in a way which enhances operational effectiveness, is cost effective, and adheres to data governance and security standards.

The role will lead the design of data solutions and reports for organisational needs, and will include supporting data migration projects, data management processes and policies, provisioning BI reports and dashboards to serve business needs, and assisting in solution design for applications, reports and interfaces.

The role will contribute to the technical design of data solutions for departmental needs to ensure they are appropriate, effective and aligned with ICT architecture, roadmaps, strategies and operational standards. The role

will also contribute to the design of sector and organisation wide solutions and will provide input to frameworks to ensure that technical delivery is conducted in a repeatable and supportable way.

GROUP AND TEAM GOALS:

Technology Design and Development

The Technology Solutions team ensures that the technology being delivered across HBRC and the wider sector is designed and delivered in a way that is appropriate, effective, aligned with our technical strategies, architecture, roadmaps, and operational standards. The purpose is to ensure our technology landscape is optimised and documented in terms of its:

- Enterprise Architecture
- Data Architecture
- Solution Design
- Development and Integrations
- Emerging Technologies

The role holder will implement the frameworks and support processes to ensure that technical delivery is conducted in repeatable and supportable way, utilising DevOps best practices.

Infrastructure, Networks and Security

The Technology Solutions team ensures that the infrastructure and network services, systems and data is accurate, secure, reliable, scalable as required, and can effectively support staff across HBRC in their roles and in the provision of strategic projects. The purpose is to provide fit for purpose infrastructure solutions and services, to both internal and external users, encompassing:

- Hosting & Storage
- Security, including Cyber
- Technical Resilience, Incident Response and BCP
- Network Management
- Hardware Procurement
- Desktop Management
- Support escalations

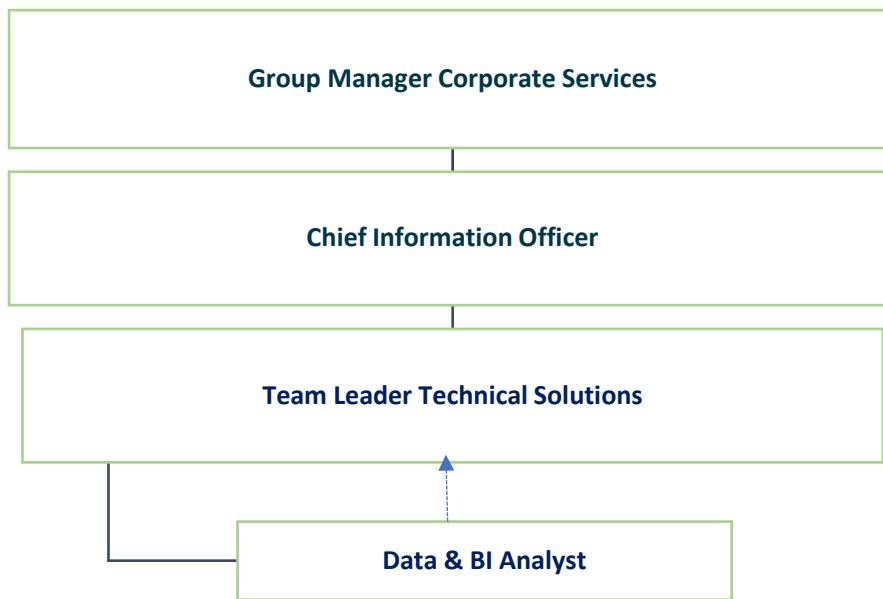
The team aims to promote new technologies that are consistent and meet the requirements of future applications and security solutions. Also encouraging technical-related decision making throughout the organisation, empowering key stakeholders.

This function often involves third party vendors and suppliers, as such the team manages infrastructure and hardware budgets, procurement and supplier contracts and relationships.

This team sits within the wider ICT Team, which provides the following role and functions as part of the Corporate Services Group:

- Delivery and support of End User hardware and software services; on-site, remote access and mobile.
- Delivery and support of Telecommunications technologies (landline and mobile telephony, internet and mobile data).
- Development, delivery and support of custom applications and software.
- Development, delivery and support of GIS services and solutions.
- ICT-related professional services; Project Management, Business Analysis, Reporting, Product Enhancement and Development, Procurement, Contract Management.
- Delivery and support of information management services and records management
- Delivery, support and maintenance of core technology infrastructure.
- Actively participate and contribute to the long-term success of Shared Service initiatives within the region.
- Actively participate and contribute to national and regional initiatives, data sharing, joint procurement, cloud computing, standardisation, interoperability.
- Ensure outsourced and managed services are fit for purpose, cost-effective and high value.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

The key responsibilities of the Data & BI Analyst are to:

Data Strategy and Architecture

- Provide expert contributions to HBRC's Data Strategy and Architecture, ensuring that data solutions align to strategic, security and operational objectives.
- Ensure that data artifacts relating to strategy and architecture are documented and maintained.

Data Management

- Provide expert contributions to HBRC's Data Management policies and procedures. Implement appropriate monitoring and controls across data sets.
- Understand the relationships between data sets across the organization and provide and implement recommendations to improve data sharing, consistency, and quality.
- Continuously review data management and storage to ensure data sources and databases are fit for purpose and optimize cost and operational effectiveness.

Data Provision

- Write complex queries to retrieve data.
- Design and build BI reports, often from multiple sources, to provide insights to data users across HBRC and the public.
- Ensure the appropriate testing of reports and support the Change Management process to introduce the reports into operations.
- Articulate requirements at a technical level for complex data sets that require co-development with a data engineer.

Data Security

- Review, monitor and provide assurance that data is appropriately classified and controlled accordingly.
- Review, monitor and provide assurance that system/database security is sufficient for the data set.
- Recommend and assist in implementing security and data control improvements.

Data Projects

- Participate in projects that have a data component. This includes but is not limited to:

- Data Cleansing
- Data Migration (recommending approaches and frameworks and quality controls, then participating in the design, implementation and testing thereof)
- Integrations
- Reporting
- Work closely with key stakeholders including project managers, suppliers, product owners and customer leads to understand their requirements and translate these into technical specifications.

Continuous Improvement

- Contribute to the development of good practice frameworks and processes to ensure that data related activities are conducted in repeatable and supportable way.
- Assist with the development and definition of standards for the HBRC data and reporting.
- Proactively manage tasks, prioritizing your own tasks and working to plan, using appropriate workflow management tools such as JIRA and Confluence.

Data Capability

- Provide expertise in modern data architectures, toolsets and security methods, with a particular focus is the Microsoft Fabric data ecosystem.
- Provide expertise in designing and implementing Integrations between multiple systems and Databases including API structures and associated security, ETL, data migration and data mapping
- Provide and improve reports, dashboards and other visualisation of data as requested by HBRC stakeholders
- Take ownership for building up team capability across the Microsoft Fabric data ecosystem
- Ability to define data structures or schemas to support data migration and interfaces
- Provide expertise in the use of the Microsoft data and reporting toolsets including Microsoft Fabric and preceding BI tools such as Power BI and Synapse
- Develop data schemas, entity relationship diagrams and ER models , define and support data standards
- Provide constructive and meaningful input to the HBRC data strategy
- Assist with the design and development of a centralized data repository
- Data security knowledge and ensuring HBRC follows appropriate security procedures
- Write complex queries to retrieve data.
- Provide data architectural design and data roadmaps for HBRC applications, provide input to data-focused initiatives.
- Provide general support to the ICT team in analysing, troubleshooting and resolving data related issues.
- Lead the development, enhancement and maintenance of underlying data structures across the HBRC estate
- Ensure data solutions are designed and implemented in line with architectural principles and security guidelines

Solution Architecture

- Be actively involved in the documentation and evaluation of current data, applications, system performance, and capacity to ensure best fit solution design and delivery.
- Lead the development and maintenance of enterprise architecture artefacts for your areas of expertise.

Process Maturity

- Contribute to the development of good practice frameworks and processes to ensure that technical delivery is conducted in repeatable and supportable way.

- Help enhance processes through automation, using powerful process automation tools and ETL processes

Other Skills:

- Good communication skills. An ability to distil and summarise and communicate complex and technical concepts in a way that is relevant for different stakeholders.
- Good documentation skills. An ability to document designs, decisions, and approaches in a clear and concise manner.
- An ability to read and understand and summarise technical documentation and determine impacts and design implications for HBRC to an appropriate audience.
- Planning and prioritisation. Ability to effectively plan and prioritise work, maintain work schedules and use work management tools such as JIRA and Confluence to keep work up to date and flowing through the work management process.
- Teamwork, Problem Solving and Collaboration. Work across teams to troubleshoot, provide recommendations and solutions to problems.
- Curiosity about technical concepts, with an ability to learn new skills and adopt new technologies

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.

- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Professional training and certifications in IT technical or IT architecture disciplines are desirable
- 3-5+ years' post qualification experience with a focus on data and integration, technology implementation, system administration and support.
- Valid driver's licence required.

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Deep knowledge and experience in data architecture, data design, data security and integrations.
- Developer skills and knowledge
- Read and interpret API documentation.
- Read and interpret data architecture and technical design documentation
- A working knowledge of relevant IT concepts such as software development lifecycle, enterprise architecture, business analysis, DevOps and project management.

- Able to conceptualise and abstract knowledge to create high-level relationship and process diagrams.
- Thorough technical knowledge of relational database servers, transport protocols and database administration processes and tools.
- Thorough knowledge and experience with most of the following technologies: SQL, , Visual Studio, FME, SQL Server Management Studio and Data Warehousing.
- Thorough knowledge and experience developing and troubleshooting solutions with REST, JS, Http and SSL.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Proven ability to work independently using sound judgement and initiative; and collectively within a team environment.
- Willingness to take on responsibility, be accountable and be decisive.
- Demonstrated problem-solving skills with the ability to think laterally to make effective recommendations.
- Ability to explain IT concepts in business language.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities.
- A high level of accuracy and attention to detail.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

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.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name