

Data & Information Manager

Pūtake Tūranga - Scope

Provide leadership in all aspects of data and information, including the development of a comprehensive data management strategy, governance framework, quality assurance and reporting mechanisms.

Implement best practices in data and information management across the organization, ensuring the full lifecycle of data is effectively managed. Identify and implement process improvements to enhance data quality and efficiency.

Promote and support data management practices throughout the organization to foster a data-driven culture. This includes providing education on data management, ensuring data quality, and overseeing lifecycle management.

This role contributes to all council's area of focus (community outcomes) by efficient and effective service delivery

Nga Whaingā - Key responsibilities

Data and Information Management

Develop and maintain comprehensive data (including spatial) and information management policies and procedures to ensure data accuracy, quality (including metadata), integrity, security and compliance. Provide training and support to staff on data management and reporting tools, promoting best practice. Ensure robust data security measures are in place to protect data appropriately. Oversee data and systems integration to ensure seamless interoperability, consistency and reliability across platforms. Ensure the entire data lifecycle, from creation or acquisition to archiving or disposal is managed appropriately.

Process Improvement

Ensure key work programs are on track and driving efficiency improvements. Support the organization in enhancing information management and digital data operations through effective communication, education, and training. Monitor and audit information and digital data management practices to identify areas for improvement and ensure adherence to standards and policies. Develop and maintain robust data architecture to support organisational data needs and strategic goals.

Team Management and Leadership

Provide effective leadership and management to ensure a high-performing, customer-focused team that achieves organisational goals. Offer guidance to prioritize and sequence activities in line with organisational priorities. Build and maintain relationships to manage risk and contribute positively to team culture. Collaborate with other teams and departments to ensure data management practices align with organisational goals and technology infrastructure.

Responsible for establishing and setting strategic direction for this new team and function. Partnering with cross-functional teams and a wider range of internal stakeholders to define data and information governance practices.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.



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Tō Pukenga - About you

Qualifications, skills and experience:

- A relevant degree qualification in Data Science, Computer Science, Information Systems or a related field.
- 10 plus years in a role of relevance, including management of assorted data across the organisation.
- 5 plus years' experience in managing a diverse team.
- Proficiency in data management and reporting tools e.g. SQL, Power BI
- Knowledge of data governance and compliance standards.
- Strong written, verbal, interpersonal and communication skills.
- Knowledge of or experience with Data architecture and aggregated reporting desirable

Personal attributes

- A strategic mindset, capable of aligning data services with organisational objectives.
- Ability to build and maintain effective and positive working relationships and opportunities for collaboration between others in the organisation to promote a connected-organisational approach.
- Well established organisational, planning and self-management skills, including the ability to maintain performance when under pressure and consistently deliver on time and to a good standard
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Knowledge of Māori culture.

Reports to: Information Services and Technology Manager
Group and Department: Corporate Services – Information Services and Technology
Location: Whangārei
Date: April 2025

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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