

Job Description

Te whakatakotoranga tūranga

Data Analyst

Pūtake Tūranga - Scope

The Northland Regional Council (NRC) is currently implementing a Strategic Delivery Refresh transformation programme to ensure we are set up for future success by having the right people, processes and technology in place. The Data Analyst role will support the programme by developing the data management tools and reporting required to meet the programme deliverables.

This role contributes directly to the council's community outcomes area of focus by helping to provide efficient and effective service delivery.

Ngā Whainga - Key responsibilities

Data Management

Implement best practice data management processes for our business intelligence reporting, covering extraction, storage, cleansing, access, and analysis. Ensure adherence to all applicable data governance standards. Drive data automation to refine processes across the organisation. Provide support during selection, testing and implementation of new software.

Collaborate with teams across the organisation to design and build Power BI reports, dashboards, metrics and visualisations based on business needs.

Relationship Management

Leverage data to provide insights that support decision-making. Work with Managers to provide training and improve user capability, and be a point of contact for data, analytics and reporting support.

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.

Organisation responsibilities/Other Duties

Undertake other duties that may be assigned by the Business Improvement Manager and/or Strategic Projects Advisor to assist with the Strategic Delivery Refresh transformation programme. Ensure that all Council policies and procedures are followed in work activities and be actively involved in seeking continuous improvement.

Tō Pukenga - About you

Qualifications, skills and experience:

- A degree qualification in relevant discipline, or equivalent work experience.
- A minimum of two years in a similar role.
- Proven experience in developing ETL processes and working with data warehouses such as Azure Data Lake.



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- Strong proven experience in designing and developing reports, dashboards and visualisations using Power BI (or comparable tool).
- Proficiency in a programming/scripting language such as Python, and a querying language such as SQL, Dax, or M query.
- Strong analytical and problem-solving skills.
- A proven track record of working with stakeholders to understand data needs and provide insights.
- Demonstrated experience in data integrity, ensuring completeness, accuracy and security of data.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.

Personal attributes

- Proven ability to take initiative and work independently
- Demonstrated mindset of continuous improvement
- Strong communicator capable of discussing complex data concepts with both technical and non-technical audiences
- Ability to engage effectively across multiple teams
- Attention to detail with a commitment to data accuracy
- Displays personal and professional integrity.
- Displays cultural empathy and awareness.
- Committed to H&S and organisational values.

Reports to: Business Improvement Manager
Group and Department: Corporate Services
Location: Whangarei
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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