

## JOB DESCRIPTION

Job Title: Data & Systems Specialist  
Work Unit: Information Management Team  
Responsible to: Manager Information Management

Position purpose: Oversee and implement organisation-wide processes for data and information management, along with supporting systems that deliver on agreed strategic priorities.

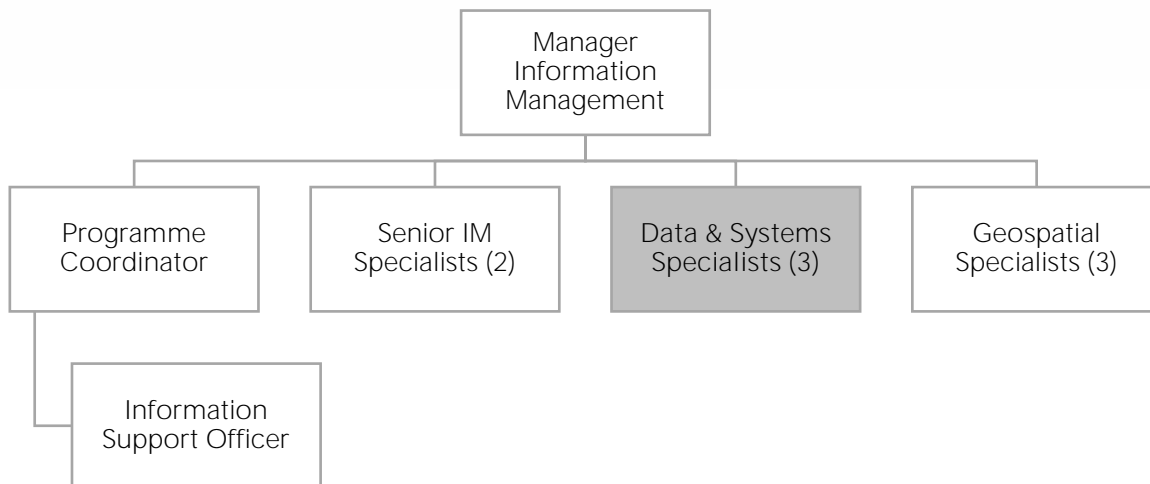
In achieving the above:

- a) Deliver specialist data and systems advice, and services, through all level of council's business (and supporting Horizons strategic priorities), from day to day operational requirements, data analytics and workflow automation, through to advanced training for staff.
- b) Integrate multiple sources of structured and unstructured data so that the business can unlock strategic cross-domain information and knowledge previously considered inaccessible without significant manual effort.
- c) Ensure quality and consistency of advice and practices in relation to the role's contribution to the team's outputs
- d) Undertake a mixture of requirements gathering, systems analysis, software development, project management, data management and information reporting for all internal teams and external customers
- e) Initiate, lead and contribute to projects relating to information systems and council-wide data management

Salary: \$73,168 (85%) – \$86,080 (100%)  
Date: September 2020



## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Regional and Territorial Authorities</li> <li>▪ Iwi and Hapu</li> <li>▪ Research Institutes and Universities</li> <li>▪ Resource Users</li> <li>▪ Various Government Departments</li> <li>▪ Interest and Sector Groups</li> <li>▪ Software Developers and Suppliers</li> <li>▪ Students</li> <li>▪ General Public</li> <li>▪ Consultants and Contractors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information Steering Group</li> <li>▪ Environmental Data</li> <li>▪ Emergency Management</li> <li>▪ Consents and Compliance</li> <li>▪ Policy</li> <li>▪ Research &amp; Innovation</li> <li>▪ Freshwater Management</li> <li>▪ Land Management</li> <li>▪ Pest Management</li> <li>▪ River Mgmt Investigation &amp; Design</li> <li>▪ Area River Engineers</li> <li>▪ Finance</li> <li>▪ Rates</li> <li>▪ Information Technology</li> <li>▪ Comms Team</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Organisational data oversight and management advice</b>	
<p>In an advisory capacity to second and third tier management, and in particular to Manager Information Management:</p> <ul style="list-style-type: none"> <li>▪ Evaluate and report on Councils' priority data holdings' fitness for purpose, adequacy of documentation, accessibility, security &amp; discoverability.</li> <li>▪ Evaluate, and recommend changes to, existing data and information management policies and procedures, as defined under the Information Management Strategy</li> <li>▪ Establish and grow appropriate operational competencies within all business units for new or existing council business systems, according to the overall organisational capability framework.</li> <li>▪ Mentor and support council staff in the development of field data collection methods,</li> <li>▪ Lead the formulation of standards and quality assurance procedures appropriate to Horizons Regional Council data collection programmes.</li> <li>▪ Carry out quality assurance checks on collected / collated data where service level agreements are defined</li> <li>▪ Prepare, and submit for independent review, audit reports on data quality, providing recommendations for business improvement</li> <li>▪ Collaborate with staff to overcome quality and data management issues and recommend improvements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business cases are prepared for review by Manager Information Management that would deliver business innovation and/or capability enhancement</li> <li>▪ Where business cases are accepted, contributions are made to project briefs, in accordance with project timeframes, that clearly identify system changes and consequential impacts</li> <li>▪ The business is advised of specific process changes and competency requirements required to support new systems or changes to existing systems</li> <li>▪ The business is given direction and advice on developing tools and reviewing data structures, and strategic opportunities for improvement are identified</li> <li>▪ Own training is kept current across all capabilities of available Council systems and services, including mobile, desktop, server, cloud and automation frameworks.</li> <li>▪ Own understanding of how location fits across ALL aspects of Council business is demonstrated</li> <li>▪ Contributions to business capability framework undertaken as requested, or submitted on as needed.</li> </ul>
<b>Complex data services</b>	
<p>In partnership with individual business owners:</p> <ul style="list-style-type: none"> <li>▪ Oversee design, development &amp; testing of new database tools and user experience for core platforms where significant public interaction can be implemented or improved</li> <li>▪ Evaluate existing systems, identify gaps and initiate projects aimed at improving the quality of Horizons information and delivery capabilities, developing and/or implementing tools or methods that meet internal and external business and customer requirements.</li> <li>▪ Advise on data structures, data collection methodologies and related information delivery systems that support the outcomes of Horizons Regional Council's long-term plan and public information goals.</li> <li>▪ Evaluate and advise on priorities for development of systems in conjunction with the Information Steering Group (ISG)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Projects are delivered that provide for improved public discovery and accessibility of data services</li> <li>▪ Requirements gathering specifically recognises public expectations around data availability</li> <li>▪ Each project undertaken contributes to the evolution and maturity of the underlying organisational data model, demonstrated through assessment during project close-out reporting</li> <li>▪ Contributions to service level agreements for internal teams, or functions, are completed in accordance with agreed timeframes</li> <li>▪ Annual improvement in the application of information technology and methods can be demonstrated across the business.</li> </ul>

<ul style="list-style-type: none"> <li>Contribute to project management requirements around application and systems development.</li> <li>Deliver prioritised data and systems project work as required, that supports the <b>outcomes of Horizons Regional Council's</b> long-term plan and public information goals.</li> </ul>	
<b>Enabling smarter, data hungry technologies</b>	
<p>Considering value to the ratepayer, privacy and confidentiality concerns, and growing expectation for data accessibility:</p> <ul style="list-style-type: none"> <li>Direct and advise on methodologies for making public data and information collected and managed by Council, both (a) more accessible to the public, and (b) ready to be used for a multiplicity of purposes.</li> <li>Direct and advise on novel approaches that would improve public uptake, and consequential demand, for data and information</li> <li>Prepare feasibility assessments for council to consider around improving current, and adopting new, data and information products and delivery mechanisms.</li> <li>Deliver proof of concept systems that utilise Big Data technologies to provide the public with easily accessible and actionable geospatial data and information.</li> <li>Integrate multiple sources of structured and unstructured data, internal and external to the business, so that the business can unlock information and knowledge, gaining insight and understanding across multiple subject domains</li> </ul>	<ul style="list-style-type: none"> <li>Information management strategy principles around data readiness are embodied in information projects</li> <li>Data readiness considerations for machine to machine operation are incorporated into project scoping documents, and can be tested and measured as a part of project outputs</li> <li>You lead and contribute to councils data becoming increasingly accessible to the public, through smarter, data hungry technologies</li> <li>Strategic data insights delivered as part of project outputs become part of business as usual reporting to Council.</li> </ul>
<b>Relationship Management</b>	
<ul style="list-style-type: none"> <li>Supervise casual staff, contractors or interns as needed.</li> <li>Mentor other team members in their specialist areas.</li> <li>Plan work that can be contracted out within the allocated budget.</li> <li>Initiate, manage and review external database, software or other information system, related contracts.</li> </ul>	<ul style="list-style-type: none"> <li>All Horizons Regional Council and other relevant legal requirements are fully complied with.</li> <li>Team skills are shared and improved.</li> <li>Contracted work is completed within negotiated timeframes, to defined standards and within budget.</li> </ul>
<b>Corporate Contribution</b>	
<p>Maintain own professional development.</p> <ul style="list-style-type: none"> <li>Undertake Performance Development tasks/responsibilities.</li> <li>Undertake Health and Safety tasks/responsibilities.</li> <li>Participate in emergency management activities as required.</li> <li>Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>Maintain Council plant and equipment.</li> <li>Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate training and development undertaken as agreed.</li> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Contribution to projects and corporate initiatives is effective and valued.</li> <li>Administration requirements are completed timely and accurately.</li> </ul>

# PERSON SPECIFICATION

## Essential:

- Postgraduate education in information science discipline (e.g. postgraduate papers in information systems, software engineering, mathematics or statistics)
- At least 5-10 years' experience
- Proven experience with ASP.NET (C# and/or VB.NET) and SQL Server
- Deep understanding of modern development architectures and approaches
- Highly adept and compelling communicator, both written and verbal.
- Skilled at managing strategic relationships

## Desirable:

- Further postgraduate education in local government (planning, environmental resource management).
- Understanding of enterprise architecture frameworks, such as TOGAF
- ArcGIS Desktop or equivalent GIS Desktop experience
- ArcGIS Server experience
- Able to leverage cloud platform capability for business outcomes

## Knowledge/Experience

- Proven ability to analyse requirements/manage system development.
- Proven ability to manage and analyse large volumes of data (financial, environmental, spatial, temporal data, structured and unstructured), including the ability to automate processes and create high level automation applications.
- Sound knowledge of analysis techniques as applied to Council-related data holdings and data collection methods across a range of disciplines.
- An excellent understanding of the principles of good data management, systems development and quality management.
- Demonstrated ability to liaise with, relate to, secure from, and provide services to a wide variety of people.
- Demonstrated ability to apply advanced information technology and awareness of emerging technologies.
- Sound understanding of relevant legislation and procedures

## KEY JOB COMPETENCIES

### Expert Knowledge

- Time and project management skills
- Information systems analysis, design and development
- Computer applications for data management

### Advanced Knowledge

- Information technology for data collection, storage and provision
- Communication, verbal and particularly written, facilitation and presentation skills
- Emerging information technology
- Conceptual and Analytical skills
- Research principles and methods
- Business process mapping skills
- Quality management & implementation skills
- Research principles and methods
- Report writing
- Customer focus

### Working Knowledge

- Resource Management Act
- Local Government Act
- Privacy Act
- Budgeting
- Health and Safety
- Policy development
- Business processes
- Cultural perspectives

### Awareness

- Broader council policy
- National environmental policy
- Broader political environment

## COMPETENCIES FOR PERFORMANCE DEVELOPMENT

### Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

### Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

### Communication

- Use written and verbal language and style appropriate to the audience and context.

### Teamwork

- Work constructively with people as a team member to achieve a common goal.

### Dependability and Commitment

- Reliable and dedicated to achieving results.

## Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

## Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- An organised and meticulous approach to tasks
- Able to deliver good quality work within tight deadlines
- Self-motivated and able to work unsupervised
- Able to encourage and motivate others
- Excellent problem solving skills
- Able to think "outside the square"

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.



# DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at *a later date*. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

## Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

### Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

### Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

### Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

### Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_/\_\_\_/\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_/\_\_\_/\_\_\_