

APPENDIX ONE:
Job Description



POSITION TITLE:	Data Engineer
LOCATION:	Technology department, Head Office, Tauranga
REPORTS TO:	Data Architect

POSITION SUMMARY

This role is primarily tasked with supporting Craig Investment Partners (CIP) projects and assisting with data analysis, integration, migrations, and Business Intelligence (BI) development across the organisation.

Reporting to the Data Architect, the Data Engineer will be required to work with business stakeholders and project teams to ensure accurate and efficient data and BI solutions are delivered within the required timelines. The Data Engineer will also actively assist with the maintenance and development of the CIP Data warehouse and Business Intelligence (BI) system.

A pro-active approach with a strong focus on timely enhancement delivery, data quality and accuracy are required.

KEY RESPONSIBILITIES

DATA MIGRATION AND INTEGRATION

- Work with project teams and vendors with the migration of data from our legacy systems to new systems.
- Conduct user requirements, gathering and documenting the technical specification of the required solution.
- Review, investigate and resolve data issues during migration with vendors and business SME's.
- Automate data feeds/flows to and from systems, and applications using tools such as SSIS.

BI REPORTING

- Respond to the requests and queries of users concerning reporting and data, providing technical support as required.
- Initiate and implement solutions to add value across the business and to clients as well.
- Work with business SME's and business analysis to establish business needs with data extracts.
- Report creation:
 - Ad hoc data queries and manipulation
 - Report analysis, specification and development utilizing tools such as SSRS and Power BI
 - Standards development and enforcement
- Test reports to ensure accurate and efficient results meet requirements.
- Assist with report troubleshooting to isolate and diagnose problems.

BI DEVELOPMENT

- Develop enhancements for the CIP Data warehouse and BI system so as to improve the ability of the systems in delivering key metrics and analytics to the Business.
- Provide maintenance and support for the CIP Data warehouse and BI system.
- Specification, design and development of ad-hoc BI systems and processes throughout CIP.
- Solve complex data problems and calculations using scripting languages such as Python, in order to provide metrics previously unavailable in the CIP Data warehouse and BI.

CONTINUOUS IMPROVEMENT

- Active participation in achieving the IT departments key strategic goals.
- Input into the Technology Department continuous improvement planning.
- Quality assurance for data integrity.
- Move towards completion of Microsoft Azure Engineering Certification and or training.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Relevant IT qualifications or equivalent work experience.
Technical Knowledge/Experience	<ul style="list-style-type: none"> • Advanced Transact SQL skills (5+ years). • Advanced BI Development experience using tools such as SSAS. • Advanced Data Integration experience using tools such and SSIS. • Azure Synapse, Data Factory, Data Bricks Experience. • Advanced BI and reporting experience using tools such as SSRS and Power BI. • C# (Desirable). • Python (Desirable). • Financial services experience (Desirable).
Key Skills and Attributes	<ul style="list-style-type: none"> • Excellent time management and organisational skills. • Excellent communication skills (both written and verbal), with the ability to communicate effectively at all levels in the business. • Ability to work well under pressure. • Adopts a collaborative approach to working with a range of stakeholders. • Ability to engender a strong delivery focus across the Technology Department team. • Ability to meet tight schedules and cost targets without compromising business requirements. • Commercial / business acumen. • Problem solving skills. • Effective influencing and relationship management skills. • A proven ability to plan and prioritise a program of work, to deliver results. • Ability to analyse large datasets. • Ability to write comprehensive reports. • Strong verbal and written communication skills. • Attention to detail.