



## CLUTHA DISTRICT COUNCIL

# Data and Insights Analyst

**Transform data into insights and drive efficiency at Clutha District Council as our new Data and Insights Analyst!**

### About Us:

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

### About the Clutha District:

The Clutha District, spanning over 6,700 square kilometres in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

### Role Overview:

As a Data and Insights Analyst, you will analyse business processes, collect and interpret data to provide actionable insights and systems integrations, with the end goal of improving efficiencies.

### Key Requirements:

- 5+ years' experience in business processes and automation
- High-level IT skills with 5+ years' experience in a relevant specialist IT profession
- High literacy and numeracy level
- Excellent communication skills
- Ability to work as part of a team, but also self-motivated and with excellent time management
- Business or IT qualification desirable

### Why Join Us?

- Opportunity to make a meaningful impact in your community.
- Supportive and inclusive work environment.
- Great work-life balance.
- Ongoing professional development and training opportunities.

**If this role sounds like what you're looking for, we'd love to hear from you!**

*We will be assessing applications as they are received, so apply now!*



## CLUTHA DISTRICT COUNCIL

<b>For confidential enquiries</b>	Please contact James Du Toit, Business Solutions Manager ( <a href="mailto:james.dutoit@cluthadc.govt.nz">james.dutoit@cluthadc.govt.nz</a> ) or phone 03 419 0219
<b>Vacancy closes</b>	13 <sup>th</sup> November 2024
<b>Package</b>	Up to \$101,106 per annum gross, dependent on relevant experience, skills and qualifications <b>plus</b> relocation
<b>To apply</b>	<p>Go to <a href="https://cluthadc.recruitment.co.nz/">https://cluthadc.recruitment.co.nz/</a> where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to <a href="http://www.cluthadc.govt.nz">www.cluthadc.govt.nz</a> for information about the Clutha District and this council.</p>
<b>Privacy Act Provisions</b>	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
<b>Vacancy Process</b>	<ul style="list-style-type: none"><li>• All applications will be acknowledged to the email address provided in your application.</li><li>• After the closing date, relevant staff will shortlist the applicants for the interview process.</li><li>• We really like to read your cover letter - an incomplete application is less likely to lead to success.</li><li>• Those applicants selected for interview will be contacted by us to arrange a date/time.</li><li>• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.</li><li>• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.</li><li>• <b>All applicants <u>must</u> currently be legally entitled to work in New Zealand.</b></li></ul>



## CLUTHA DISTRICT COUNCIL

### Job Description

Job Title	Data and Insights Analyst
Date	October 2024
M Files	917222
Department	ICT
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours/week)
Responsible to	Business Solutions Manager
Responsible for	No staff report to this position
Job Summary and Purpose	To perform analysis on business processes, collect and interpret data to provide actionable insights and systems integrations, with the end goal to improve efficiencies.

#### ORGANISATIONAL CONTEXT





## KEY RESULT AREAS

- Work with Council teams to automate and integrate systems and processes.
- Administrator and subject matter expert on BI and Data Management platform.
- Performing analysis on business requirements and producing documented solutions options.
- Collect, analyze, and interpret data to provide actionable insights that drive strategic decision-making and improve business performance.
- Application training and general IT support for staff.

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA - AUTOMATE AND INTEGRATE SYSTEMS AND PROCESSES</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>• Work with council IT vendors and internal staff to implement new and efficient automated systems and processes across various areas.</li></ul>	<ul style="list-style-type: none"><li>• Implementation of agreed processes to the satisfaction of activity managers</li></ul>
<ul style="list-style-type: none"><li>• Proactively seek opportunities and areas of business improvement and develop solutions.</li></ul>	<ul style="list-style-type: none"><li>• Identify areas where new solutions or processes will deliver benefit to the Council in meeting organisational strategies or goals.</li></ul>
<ul style="list-style-type: none"><li>• Lead and run improvement and integration projects with support from the broader IT team.</li></ul>	<ul style="list-style-type: none"><li>• Technical lead and project management of agreed improvement initiatives and projects.</li></ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – ADMINISTRATOR AND SUBJECT MATTER EXPERT ON BI &amp; DATA MANAGEMENT PLATFORM.</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>• Develop and maintain a sound technical understanding of the Councils Data framework</li></ul>	<ul style="list-style-type: none"><li>• Have good knowledge of Councils Processes and systems to deliver integration.</li></ul>
<ul style="list-style-type: none"><li>• Assist with better understanding of the levels of service and KPIs across the organization to provide actionable insights</li></ul>	<ul style="list-style-type: none"><li>• Performance measures as per LTP/Annual Reporting</li><li>• KPIs per Group (e.g. Service Delivery, Regulatory Services, Contractors)</li><li>• KPIs per individual staff member.</li></ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – PERFORMING ANALYSIS ON BUSINESS REQUIREMENTS AND PRODUCING DOCUMENTED SOLUTIONS OPTIONS</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>• Systematically analyse business requirements.</li></ul>	<ul style="list-style-type: none"><li>• Work with teams to understanding the business requirements</li><li>• Documentation of the business requirement to agreed standards</li></ul>



## CLUTHA DISTRICT COUNCIL

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – PERFORMING ANALYSIS ON BUSINESS REQUIREMENTS AND PRODUCING DOCUMENTED SOLUTIONS OPTIONS</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>Investigate and producing solution options.</li></ul>	<ul style="list-style-type: none"><li>Working with Vendors and stakeholders to identify solution options.</li><li>Documentation of the solution options and presentation to the Steering group.</li></ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – COLLECT, ANALYZE, AND INTERPRET DATA TO PROVIDE ACTIONABLE INSIGHTS THAT DRIVE STRATEGIC DECISION MAKING AND IMPROVE BUSINESS PERFORMANCE</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>Analysing various datasets to find opportunities for improvement.</li></ul>	<ul style="list-style-type: none"><li>Running queries and comparisons with analytical tools on different data sources</li><li>Transfer knowledge and empower staff to do “self-service” reporting.</li></ul>
<ul style="list-style-type: none"><li>Investigate and produce solution options.</li></ul>	<ul style="list-style-type: none"><li>Working with Vendors and stakeholders to identify solution options.</li><li>Documentation of the solution options and presentation to the Steering group.</li></ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – APPLICATION TRAINING AND GENERAL IT SUPPORT FOR STAFF</b>	<b>MEASURES</b>
<ul style="list-style-type: none"><li>Training council staff on operational use and the processes relating to various software applications.</li></ul>	<ul style="list-style-type: none"><li>Staff are knowledgeable in the use of information systems and related procedures.</li></ul>
<ul style="list-style-type: none"><li>Creation of training material to support and enhance the usage of information systems.</li></ul>	<ul style="list-style-type: none"><li>Documentation to agreed standards</li><li>Easily accessible and searchable material</li></ul>
<ul style="list-style-type: none"><li>General IT support to assist in the day-to-day operation of the business.</li></ul>	<ul style="list-style-type: none"><li>Deliver support to staff and management in accordance to agreed service levels.</li></ul>

*Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.*



# CLUTHA DISTRICT COUNCIL

## WORK COMPLEXITY

**Most challenging duties typically undertaken or most complex problems solved:**

- Working with others to understand and then document processes.
- Reviewing processes across a wide range of activities and technologies.
- Ability to perform analysis and deliver reports on complex data sets.
- Good understanding of Council's IT systems to be able to train and supply support.

## FINANCIAL RESPONSIBILITIES

THE JOB HOLDER DOES NOT CONTROL A BUDGET	
Maximum delegated expenditure that may be spent without reference to manager	<ul style="list-style-type: none"><li>• \$0</li></ul>
<i>Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.</i>	

## PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• 5 or more years' experience in a business processes and automation.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of local government environment processes and systems.</li></ul>
<ul style="list-style-type: none"><li>• Possess high level IT skills with 5 or more years' experience in a relevant specialist IT profession.</li></ul>	<ul style="list-style-type: none"><li>• A Business or IT qualification</li><li>• Degree or degree equivalent</li><li>• Wide range of software applications exposure</li></ul>
<ul style="list-style-type: none"><li>• High literacy/numeracy level</li></ul>	<ul style="list-style-type: none"><li>• Understanding of financial processes and smart data analysis technics</li></ul>
<ul style="list-style-type: none"><li>• Full Driver's License</li></ul>	
<ul style="list-style-type: none"><li>• Excellent communications skills</li></ul>	<ul style="list-style-type: none"><li>• Strong SDLC knowledge and experience</li></ul>
<ul style="list-style-type: none"><li>• Ability to work as part of a team, but also self-motivated and with excellent time management</li></ul>	<ul style="list-style-type: none"><li>• Ability to guide, influence and empower users</li></ul>
<ul style="list-style-type: none"><li>• Process excellence but also a practical approach</li></ul>	<ul style="list-style-type: none"><li>• Good sense of humor</li></ul>



# CLUTHA DISTRICT COUNCIL

## KEY RELATIONSHIPS

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"><li>Council's IT providers</li></ul>	<ul style="list-style-type: none"><li>Cooperation</li></ul>
INTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"><li>Business Solutions Manager</li></ul>	<ul style="list-style-type: none"><li>Reporting to</li></ul>
<ul style="list-style-type: none"><li>All Staff</li></ul>	<ul style="list-style-type: none"><li>Engagement</li><li>Researching and providing information</li><li>Responding to queries</li><li>Providing training to</li></ul>
<ul style="list-style-type: none"><li>Management Team</li></ul>	<ul style="list-style-type: none"><li>Researching and providing information</li></ul>
<ul style="list-style-type: none"><li>Elected Members</li></ul>	

## ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

*"To empower our community to thrive and look after our spaces for future generations".*

Cultural Vision Statement (the type of workplace employees want to have):

*"CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role".*

Values Statements (the principles that guide behaviour and decision-making):

**Empathy:** *We have empathy and treat people with respect.*

**Inclusion:** *We are inclusive of different cultures, perspectives and experiences.*

**Openness:** *We are respectfully honest and share knowledge and information.*

**Integrity:** *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing

## HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.



# CLUTHA DISTRICT COUNCIL

## COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

## EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).