

Position Description: BI Developer/Data Engineer

Kaiwhakahaere Manager	Head of Data & Infrastructure
Te Wāhi Noho Location	Wellington
Te Rā Date	May 2026
Whakapānga Tuatahi Direct reports	0
Ngā Hononga Mahi Working relationships	Internal: BCITO employees nationally External: Stakeholders

He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, haere mai, whakatau mai.

BCITO Limited is New Zealand's largest provider of building and construction trade apprenticeships. We are industry owned and led, and report to Construction Skills New Zealand (CSNZ).

At BCITO, our purpose is clear and our impact powerful. We manage apprenticeships and training for the building and construction sector. Our programmes are designed to be straightforward for learners and workable for employers. Because each trade has its own rhythm, risks and requirements, we build full, end-to-end programmes with wraparound support, so an apprentice can progress from their first day on the job to being fully qualified, and an employer can grow capability on site without slowing the job.

BCITO's difference is focus and follow-through. We ensure the breadth and depth of our programmes meet industry needs and stay close to both the learner and the employer to support their journey. Our qualifications are robust because we work with NZQA and TEC; our delivery is practical because we build it with industry, and our outcomes are strong because we measure them, learn and improve. That is why employers stay with us, why apprentices recommend us, and why we continue to be New Zealand's provider of choice for work-based learning in the construction trades.

Looking ahead, we remain committed to stability for learners and employers as vocational education evolves. Our aim is to make the system simpler to navigate, quicker to respond to new methods and materials, and more supportive of people finishing well.

In a sector that builds homes, schools, hospitals and workplaces, people are the critical infrastructure. **At BCITO, we are building people who are building people**, and that is how New Zealand builds its future.



Vision and Values

We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

Te Kaupapa | Purpose

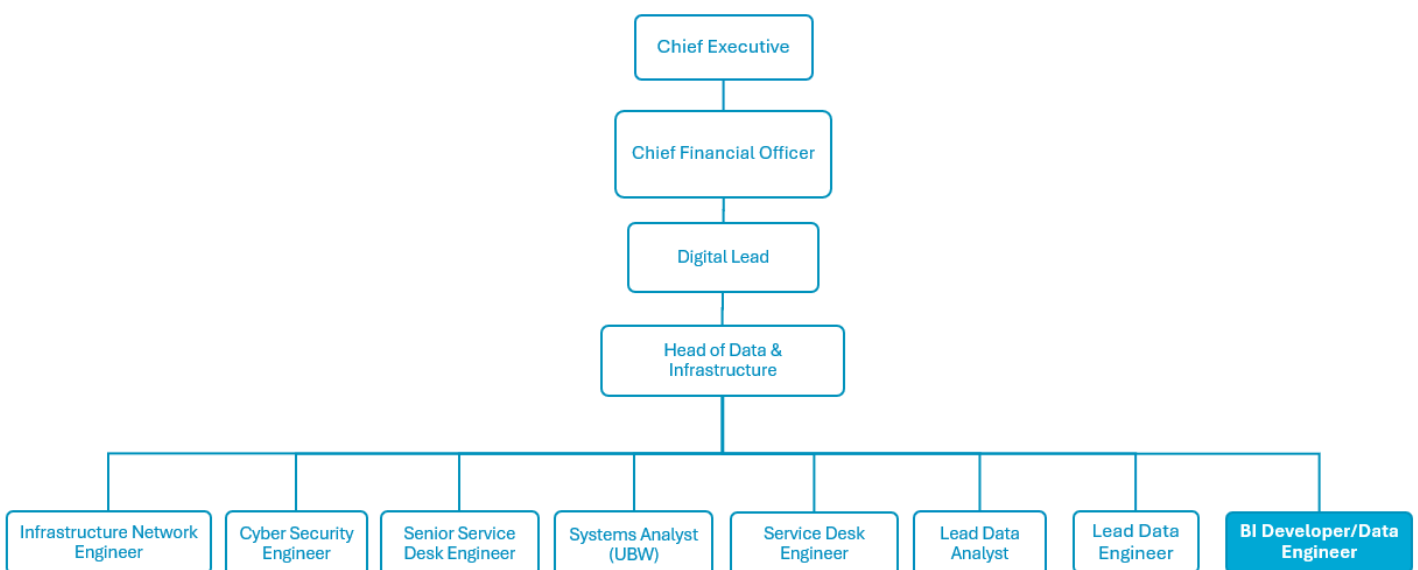
The BI Developer/Data Engineer role is responsible for promoting and enabling the use of data across the organisation by developing and supporting our modern data analytics platform and reporting solutions using Microsoft Fabric and Power BI, in partnership with the Lead Data Engineer.

This role focuses on building and maintaining data pipelines, integrating data from multiple source systems, and modelling data for reporting and analytics. It ensures data quality and integrity through to the reporting stage and supports the Lead Data Analyst in delivering insights.

The role also contributes to the development and maintenance of Power BI dashboards and reports, enabling business users to access accurate, timely, and meaningful information for decision-making.

Working within a collaborative team, the role participates in CI/CD and deployment processes via Azure DevOps and supports continuous improvement across data initiatives. It also contributes to best practice in IT security, technology design, and roadmap delivery, playing a key role in advancing our digital and agile capabilities.

Te Tū Whakahaere | Reporting Structure



Ngā Whāinga Matua | Key Responsibilities

Information Provisioning and Reporting

- Develop and support data pipelines and ETL processes using Microsoft Fabric (Data Factory, Lakehouse).
- Work with the team to enhance and support Medallion Architecture (Bronze, Silver, Gold layers) for structured and reliable data management.
- Support data warehouse modelling and Lakehouse solutions (Star, Kimball, Snowflake, 3NF).
- Create and maintain Power BI dashboards and reports, leveraging DAX for advanced analytics and visualisation.
- Provide assistance for ad-hoc reports and develop and promote BI reports/dashboards, so reliance on ad-hoc reports is diminished.
- Participate in ensuring data quality, validation and monitoring across pipelines and reporting solutions.
- Work with the team on CI/CD processes in Azure DevOps (ADO) for version control, deployment, and release management.
- Collaborate with team members and business stakeholders to implement solutions and deliver actionable insights.
- Troubleshoot and support optimisation of data pipelines and reporting solutions.
- Extract data from several of our internal systems (Canvas, Salesforce, SharePoint, Campaign Monitor, Flat files) as well as from some systems of our external partners.
- Use and maintain appropriate connectors/APIs for the data extraction and storing in the data warehouse/flat files.
- Structure the data to meet our business intelligence reporting requirements (Power BI).
- Support data integration with our external partners such as TEC, MoE, NZQA, etc.
- Ensure that there is customer satisfaction with the information that is provided to the business.
- Proactively interrogate and analyse our business and customer information to assist us in meeting our key performance objectives and to continuously improve services to our customers.

Data Quality and Data Integration

- Maintain a high standard of data quality and consistency across our systems and monitor the effectiveness and accuracy of data sharing between systems, both internal and external e.g. TEC Industry Training Register.
- Maintain business-as-usual processes (a set of tools) that enable us to identify data inconsistencies between systems and further develop tools/reports as required.
- Maintain documentation on the data flows between our systems, including a description of each.
- Undertake data cleansing activities to raise the level of data consistency between systems.

Customer Service and Training

- Understand the importance of maintaining strong customer relations with BCITO employees, your key customers.
- Represent BCITO in a professional manner and always communicate appropriately with internal and external customers.
- Respond professionally to all customers' calls, email requests, and problems as quickly as possible.
- Provide support that meets customers' expectations and is delivered at a consistently high level.
- Ensure organisation and team objectives are met by proactively supporting team members and associated support groups to provide improvement in end-to-end service delivery.
- Promote a consistently professional image and sell the value of the Digital team.
- Provide timely and quality technical advice and solutions as required by the business.
- Perform effectively and professionally under pressure or in the event of a setback, disappointment or adversity.

Projects

- Support project work with the production of technical documentation and knowledge base articles.
- Contribute to projects from your position's perspective as they arise and assist in the enforcement of project deadlines and schedules.
- Be available for any scheduled or non-scheduled “out of hours” work as required.
- Maintain and support direct contact with external vendors and support organisations to a high level of professionalism.

General

- Contribute to developing and supporting cloud-based data solutions using Microsoft Fabric, Azure SQL, and related Microsoft data platforms, ensuring reliable data availability, governance, backup, recovery, and monitoring processes are in place.
- Support the administration and optimisation of cloud data environments, including data modelling, security, performance tuning, and best practices across Microsoft Fabric, Power BI and SQL-based data platforms.
- Design, implementation, maintenance and repair of our ICT infrastructure from a database perspective.
- Ensure organisation and team objectives are met by proactively supporting team members and associated support groups, supporting the identification and addressing of issues to provide improvement in end-to-end service delivery.
- Mentor and support team member(s).
- Complete all training initiatives to a high standard.
- Develop and maintain documentation on system standards and procedures.
- Recommend means for product or system improvements, including procedural steps, increased training and enhanced documentation.
- Be flexible and responsive to the changing needs of the organisation, seeking improvements to ensure effective and efficient service delivery.

Health & Safety and Company Information

- All BCITO employees are required to perform their duties safely, at all times and to support the organisation’s commitment to maintaining and complying with Health & Safety policies and procedures.
- Proactively keep up to date with company information.

Note: The above responsibilities are not exclusive. The incumbent may be expected to undertake other reasonable duties and accept additional reasonable responsibilities at the discretion of management.

Mōu | Person Specifications

Knowledge, Skills and Experience

Essential

- Hands-on experience with Microsoft Fabric technologies, including Data Factory and Lakehouse architecture.
- Practical experience in Medallion Architecture and designing Bronze/Silver/Gold data layers.
- 3+ years' experience in developing, managing, and supporting ETL processes and developing a data warehouse.
- Ability to provide end-to-end solution for data extraction, transformation, modelling (Snowflake, Star, 3NF, Kimball, etc.), integration, migration, and visualisation.
- Experience in ETL processes, data integration, and pipeline support.
- Good knowledge and experience with advanced SQL querying, Microsoft SQL Server, DAX and Microsoft Power BI.
- Ability to validate results and create reports based on gathering business requirements from production data.
- Good knowledge of data administration.
- Skilled at testing data quality and integrity monitoring.
- Demonstrated experience with Azure Data Services, especially the Data Factory.
- Experience or exposure to Data Lakehouse implementation.
- Experience in Python/PySpark coding.
- Strong knowledge of Git Repository and CI/CD solutions in Azure DevOps.
- Sound technical knowledge of IT infrastructure and technologies.
- Clear communication skills, both written and verbal.
- Strong planning and organisational skills.
- A can-do, proactive attitude with a demonstrated ability to foster this in others.
- The ability to prioritise and deliver on tight timeframes, with flexibility to meet competing priorities.
- Excellent troubleshooting, problem-solving and critical thinking skills.
- Ability to work autonomously with a high level of responsibility in a complex and rapidly evolving environment.
- Excellent collaboration, teamwork skills and the ability to get along with a wide range of people.
- Experience in providing excellent customer service in supporting both internal and external customers.
- Understanding of Agile development methodologies.

Desirable

- Experience or exposure with data from Salesforce, Jira, Canvas, and UBW systems.
- Experience or exposure to any Data Governance tool is desirable.
- Knowledge of the Tertiary Education sector and National Qualifications Framework.
- Demonstrate an affinity with the building and construction industry or understanding and experience in a customer service environment.
- Previous experience working with Learning Management Systems.