

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The Data and AI Engineer supports the organisation's data, reporting, business intelligence and AI capabilities by delivering reliable information, insights and solutions that enable effective decision-making. The role develops and maintains data platforms, integrations, reports, dashboards and analytics solutions while ensuring data quality, integrity, security and compliance with organisational standards.

Working across the organisation, the position collaborates with stakeholders to translate business requirements into practical data and AI solutions. It is responsible for supporting data pipelines, reporting processes and analytics initiatives, while identifying opportunities to improve efficiency and business outcomes through automation, artificial intelligence and emerging technologies.

The role provides technical expertise and advice on data, analytics and AI best practices and contributes to continuous improvement and strategic projects. Operating with a high degree of autonomy, the position is focused on delivering secure, sustainable and fit-for-purpose solutions that support organisational objectives and help build a strong data-informed culture.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a two-year fixed-term full-time position with the potential for an extension subject to business needs. It is based at the Administration Building in Hawera and will report directly to the Business Intelligence Team Leader.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **15**. The salary range for this position is between **\$91,440pa and \$101,600pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

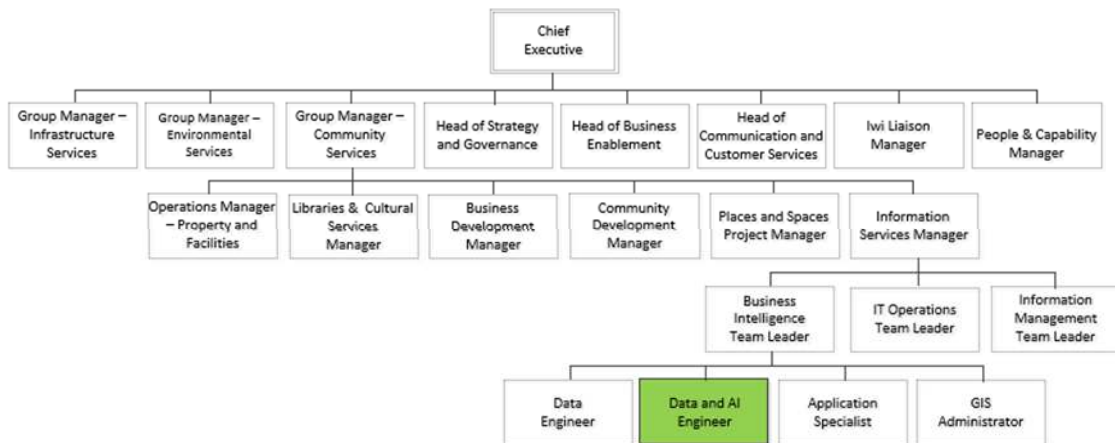
PEOPLE & CAPABILITY TEAM

Position Description



Position Details			
Title:	Data and AI Engineer		
Unit:	Information Services	Group:	Community Services
Position Reports to:	Business Intelligence Team Leader		
Salary Grade:	15	Staff Management:	Nil
Position Occupant:	Vacant		
Date Created:	October 2026	Date Last Reviewed:	

Position Objective
The purpose of this position is to develop, maintain and support Council's data, reporting and integration solutions. The role ensures reliable and well-governed data is available for reporting, analytics, service delivery and decision-making. It also supports approved automation and AI-enabled solutions in line with Council priorities and direction from the Business Intelligence Team Leader.



NOTE: This reporting structure is temporary while the water services in-house business unit is being established.

Important Functional Relationships	
Internal	Purpose of Contact
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roding, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.

External	Purpose of Contact
Service Providers/Consultants	Engage with external service providers to ensure the effective delivery, maintenance, and enhancement of core council systems and applications.
Other Councils within District	Engage and work in collaboration with staff from other Council regarding systems, applications and processes.

Position Duties and Functions
Data Management • Manage data curation and transformation across structured and unstructured sources, ensuring datasets are fit for reporting, analytics and approved AI use cases. • Design, build and support data integration, deployment and ETL processes using platforms such as SQL and Azure, ensuring Council data is reliable, governed and tested. • Integrate core Council systems with key platforms to enable secure and reliable data flow using APIs, message queues and event-driven patterns where appropriate • Apply agreed data governance, privacy, security, sovereignty and regulatory requirements across data platforms and solutions. • Use advanced SQL, data modelling and data management practices to support reliable data structures, transformations and reporting outputs. • Coordinate testing and validation of data solutions with business users, BI analysts and vendors. AI Enablement and Automation • Support the implementation, configuration and ongoing operation of approved AI platforms and tools, including Microsoft Copilot, Copilot Studio, AI agents and related automation technologies. • Develop and maintain AI-ready datasets, semantic models, knowledge sources and curated data products to improve data discovery, information reuse and AI effectiveness. • Design, build, deploy and maintain approved AI agents, AI-enabled reporting, analytics and automation solutions for prioritised Council use cases. • Ensure AI and automation activities are delivered in line with Council priorities, available capacity, privacy, security and governance requirements, under the direction of the Business Intelligence Team Leader. Reporting and Analytics • Design, develop, maintain and improve enterprise reporting and analytics solutions using Microsoft Power BI, SQL Server Reporting Services and other approved reporting tools. • Develop and maintain Power BI reports, dashboards, scorecards, semantic models and self-service analytics solutions to support improved organisational insight and reporting maturity. • Ensure reporting and analytics outputs are accurate, accessible, governed, consistent and aligned with business requirements • Monitor and report on data product usage and adoption, where practicable, to inform prioritisation of data quality, training and platform improvements. • Perform root cause analysis on data and processes to identify opportunities for improvement. • Provide advanced Power BI, reporting and analytics training, advice and support to users. • Contribute to the delivery and ongoing improvement of Council's reporting and analytics work programme. Effective Implementation • Collaborate with team members, business users and stakeholders to deliver fit-for-purpose data, reporting, integration and approved AI-enabled solutions. • Complete change management, testing, support and other relevant documentation as required. • Provide data-related advice and technical input for relevant change requests, system changes and improvement activities • Support BAU service delivery by helping resolve data, reporting, integration and support requests in a timely and sustainable way. • Contribute to approved data, reporting, analytics and AI work in line with Council priorities, available capacity and direction from the Business Intelligence Team Leader.

Relationship Management

- Work with internal teams to understand data, reporting, integration and AI-related needs and support effective adoption of delivered solutions.
- Maintain effective working relationships with business users, BI team members, Information Services staff, vendors and service providers.
- Support users to understand and adopt Power BI, reporting and analytics solutions.

Generic Duties and Functions**Health and Safety (Employee)**

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities**Accountability**

- Taking initiative to solve problems or improve processes.
- Making smart decisions when juggling multiple tasks and seeking help when necessary.
- Proactively identifies risks and takes ownership before problems occur.

Analytical Thinking

- Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.
- Weighs the costs, benefits, risks, and chances for success, in making a decision.
- Evaluates potential solutions to existing problems providing appropriate options for implementation
- Quickly identify the central or underlying issues in a complex situation.
- Creates a graphic diagram showing a systems view of a situation.
- Applies a theoretical framework to understand a specific situation.

Change Management

- Know how to effectively manage a transition.
- Overcomes obstacles and counters resistance to change.
- Alleviates change related fear by appropriate coaching and communication.
- Take charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made.

- Demonstrates a willingness to modify a strongly held position in the face of contrary evidence.
 - Observes situation and group dynamics and selects best-fit approach.
- Cultivate Innovation**
- Moves beyond traditional ways of doing things; pushes past the status quo.
 - Continually assesses the market potential of an innovative idea or solution.
 - Finds and champions the best creative ideas and actively moves them into implementation.
 - The ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
 - Finds and champions the best creative ideas and actively moves them into implementation.
 - Builds excitement in others to explore creation options.
- Focus**
- Acts to align own unit's goals with the strategic direction of the business.
 - Ensures that the unit develops goals and a plan to help fulfil the business' mission.
- Plans and Prepares**
- Lays out a thorough schedule and steps for achieving objectives
 - Makes implementation plans that allocate resources precisely
 - Uses milestones to track and manage the progress of work
- Problem Solving**
- Identifies and evaluates problems and possible causes to determine root causes and impacts.
 - Identifies key people involved in evaluating solutions to the problem.
 - Generates solutions, taking into consideration political, organisational and individual realities.
- Project Management**
- Creates clear and attainable project objectives, building the project requirements, and managing cost, time, and scope.
 - Designs, implements and manages ongoing projects and directs related resources, personnel and activities to successful completion.
- Technical Support and Troubleshooting**
- Is sought out as an expert to provide advice or solutions in his/her technical area.
 - Keeps informed about cutting-edge technology in their technical area.
 - Troubleshoot and resolve service requests and issues.

Knowledge, Experience, Qualifications & Skills	
Essential	• Bachelor's degree in computer science, information systems, data, analytics or a related field. • A minimum of 3 years' experience in data management, data engineering, business intelligence, analytics or a related technical role. • Advanced SQL knowledge and experience working with relational databases, query authoring, data transformation and data quality improvement. • Strong Microsoft Power BI experience, including report and dashboard development, data modelling, DAX and Power Query. • Experience designing, building or supporting data pipelines, datasets or reporting processes. • Practical experience supporting, developing or implementing AI-enabled, automation or advanced analytics solutions that have been used in a business or operational environment.
Desirable	• Experience with SQL Server Reporting Services or similar enterprise reporting tools. • Experience with Microsoft Fabric, Azure Data Services or other cloud-based analytics platforms. • Experience with AI-enabled business tools, such as Microsoft Copilot, Copilot Studio, AI agents or automation tools. • Experience with GIS, spatial data, Esri technologies, API integrations or working in local government or a similarly regulated environment.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.