# Advisor – Data and Information Management | Kaitohitohu – Whakahaere Me Ngā Mōhiohio

## Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us)

## About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

## Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crowns commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

## Role Purpose | Mō te tūnga

In your role as Advisor – Data and Information Management you will report to the Unit Manager - Data and Information Management and work in close partnership with the Data and Information Management Unit to improve data and information management practices at Stats NZ.  As Advisor, you will provide advice to internal and external customers and stakeholders on best practice, and undertake a range of duties to manage data, records and other information resources.

You will work across the team but specialise in one of three practice areas:

- Information and Records Management
- Special Library Services
- Data Management

Key to the success of this role is the ability to:

- Engage with staff to understand problems and apply your knowledge in real work settings
- Learn on the job
- Develop sensible solutions based on your application of general principles, policies and guidance
- Collaborate with other specialists and work at pace
- Apply your knowledge of Māori tikanga to your work

Requirements in your role may change with the needs of the organisation.

| Key Outcomes | Accountabilities |
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| Provide support and advice to improve data and information management practices across Stats NZ | <ul><li>Working with staff and teams to understand their data and information management needs and apply the best available solutions for them</li><li>Using your judgement and knowledge to apply policies and procedures to ensure good practice in data and information management</li><li>Championing best practice through training, assessment, advice and user support for internal and external customers and stakeholders</li></ul> |
| Manage data and information resources | <ul><li>Developing and maintaining a sound understanding of Stats NZ's work and how data and information management practices impact upon it</li><li>Leading by example as an early adopter of new data and information practices</li></ul> |

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| | • Documenting, analysing, and describing data and information sources, flows, destinations, and lifecycle management<br><br>• Providing the operational and/or administration function for Data and Information Management tools where required |
| Support service delivery by the Data and Information Management Team | • Identifying and implementing continuous improvements within your sphere of influence<br><br>• Developing effective relationships with internal and external customers and stakeholders and being responsive to their needs<br><br>• Being responsive to Māori customers and stakeholders (internal and external) and their data and information management needs |
| Support your Group's strategic direction | • Demonstrating awareness of Stats NZ's purpose and strategy and the link to this role<br><br>• Demonstrating our values and organisational character |
| Demonstrate a proactive awareness of Health and Safety in the workplace | • Understanding and complying with own responsibilities and obligations to self and others with regards to maintaining a healthy and safe working environment<br><br>• Understanding and complying with Stats NZ's policies and procedures for reporting accidents, incidents and managing hazards |
| Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions. | • Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.<br><br>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives and actively support others to support this.<br><br>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020:<br><br>    ○ Impartial – treating people fairly without personal favour or bias.<br><br>    ○ Accountable – taking responsibility and answering for work, actions, and decisions.<br><br>    ○ Trustworthy acting with integrity and being open and transparent. |

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| | • Respectful – treating all people with dignity and compassion, acting with humility.<br><br>• Responsive – understanding and meeting people's needs and aspirations. |
| Demonstrated commitment to Health, Safety and Wellbeing while at work. | • Take personal responsibility for your own health safety and wellbeing.<br><br>• Ensure your actions or lack of action do not adversely affect the health and safety of others.<br><br>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing.<br><br>• Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations. |

## Person specification | Ngā āhuatanga e hiahiatia ana e mātou

**Core requirements**
- A relevant tertiary qualification and/ or equivalent relevant experience such as information management, librarianship, data, or records management.
- Experience using everyday office software including a laptop/tablet, phone and experience using Microsoft 365 applications to an intermediate level.
- Excellent customer engagement skills
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.

**Desirable**
- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.
- Experience working and collaborating with Māori, iwi, hapū and other Tiriti partners.
- Understanding of mātauranga Māori and te ao Māori.
- Understanding and application of tikanga practices in a work setting.
- Understanding of implementing Tiriti-centred approaches and partnering models.

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# Data and Information Management Team | Whakahaere Raraunga Me Ngā Mōhiohio

**Data & Information Management Unit | Whakahaere Raraunga Me Ngā Mōhiohio**

The Data and Information Management unit responsibilities are focused on best practice information management and best practise data management. This includes, bringing a data / information management lens to corporate, technology and statistical situations, actively engaging across the business to drive improvements in data / information management, and leading the development of our data / information management culture, skills, and systems.

The Information Management (IM) team provides leadership across Insights and Statistics and the wider Stats NZ (e.g. corporate records management) for information management needs. Including (but not limited to): supporting and maintaining Kohinga Kōnae; leading the organisation on compliance with the Public Records Act (2005); and providing a corporate library service.

The Data Management team will focus on supporting effective data management, including best practice approaches, and governance across the end-to-end data pipeline, working closely with I&S units and wider Stats NZ to mature our data management and governance practices.

Unit Manager - Data and Information Management
- Senior Operations Specialist - Information Management
- Practice Lead - Data Management
- Senior Business Analyst - Data Management
- Senior Business Analyst - Data Management (Fixed-term) x2
- Advisor - Data Management
- Senior Advisor - Data Management x2
- Practice Lead - Information Management
- Technical Lead - Information Management
- Senior Advisor - Information Management x2
- Advisor - Information Management x2
- Senior Advisor - Information Systems