

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga / Position:	Developer – Business Intelligence	
Uepū / Wāhanga / Department:	Taupārongo / Technology Foundations	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Product Manager – Data and Information	
Whakatau ki / Direct reports:	Nil	
Indirect Reports:	Nil	
Māka Pūtea / Salary Grade:	Level 7, Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • Taupārongo Data team • Taupārongo Leadership team • TWoA Data kaitiaki • Wider TWoA Leadership and key personnel (Takiwā, Rohe, Sites, Uepū) • Student Registry
	External:	<ul style="list-style-type: none"> • Suppliers, Contractors, and Consultants • Relevant Industry Peers, Experts, Sector Groups and Organisations

Pūtake Tūranga / Role Purpose

The primary purpose of the Developer – Business Intelligence is to support the development of data analytics using the data infrastructure technology within Te Wānanga o Aotearoa (TWoA). This includes use of cloud-based and other technologies to design and develop data models, ETL packages, and objects to load data from a range of source systems, using TWoA data architecture patterns, for consumption by end users. The role will also identify, compare, and resolve data quality problems and train and guide analysts on improving data quality to certify data sets.

The Developer – Business Intelligence is responsible for bridging the gap between raw data, operational processing, and operational and strategic decision-making. The role will design, develop, and maintain robust BI solutions that transform complex data into actionable insights through consistently designed interactive dashboards, reports, and analytics. By leveraging advanced technical skills combined with a deep understanding of business processes, this role empowers stakeholders across TWoA to make data-informed

decisions. The role is pivotal in translating business requirements into technical designs that ensure data accuracy, efficiency, and reliability across multiple data sources.

Key Responsibilities	Deliverables / Accountabilities
BI Solutions Development	<ul style="list-style-type: none"> - Design, build, and deploy interactive dashboards, reports, and visualisations using BI tools. - Develop and optimise data models that accurately represent business processes and KPIs.
Application Administration	<ul style="list-style-type: none"> - Maintain the integrity, safety, and availability of data within TWoA's data infrastructure. - Log and complete data integrity and availability issues in Tāwaha. - Service and improvement request tickets are completed within stated timeframes and to requisite quality and customer satisfaction.
Compliance, Reporting and Governance	<ul style="list-style-type: none"> - Implement regulatory changes to compliance reporting where appropriate and in accordance with TWoA processes. - Prepare and support ad hoc analytical reports and periodic management dashboards that support operational and strategic initiatives. - Utilise agreed methodologies and tools to document software code changes. - Create and update technical documentation, including system designs, process maps, and user guides. - Adhere to data governance policies and ensure compliance with industry standards and regulatory requirements.
Data and Semantic Model Designing	<ul style="list-style-type: none"> - Develop data models using relevant toolsets within agreed timeframes. - Utilise specified data model frameworks (such as Microsoft Common Data Model, the Microsoft Higher Education CDM extension, the TEC data model or the NZQA Data Model). - Implement good practices in data architecture design and BI solution development to ensure scalability and long-term maintainability.

Key Responsibilities	Deliverables / Accountabilities
ETL Development, Processes and Data Migration / Integration	<ul style="list-style-type: none"> - Develop and maintain Extract, Transform, Load (ETL) pipelines to gather data from various sources and integrate them into centralised data repositories. - Develop packages to load data from source systems as needed for consumption by end users. - Develop and document ETL and Migration activities using DevOps and other relevant tools. - Ensure data quality, consistency, and accuracy, supporting data cleansing and validation procedures within individual functions or departments.
Data Quality Support	<ul style="list-style-type: none"> - Identify, compare and resolve data quality problems and train/guide kaimahi in improving quality. - Monitor and fine-tune BI systems to enhance performance and resolve technical issues promptly. - Analyse and interpret complex datasets to uncover trends, patterns, and insights that support operational processes and decision making. - Contribute to Analyst Forum and other groups.
Stakeholder Engagement	<ul style="list-style-type: none"> - Collaborate with other uepū/wāhanga, data analysts, and IT teams to capture functional and non-functional requirements. - Transform business needs into technical documentation, ensuring alignment with organisational goals. - Undertake and complete project plans and task timelines for activities within agreed timeframes.
Kaimahi Experience	<ul style="list-style-type: none"> - Encourage and foster a productive environment that benefits all kaimahi. - Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to day mahi.

Key Responsibilities	Deliverables / Accountabilities
Kaupapa Matua <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi:</p> <ul style="list-style-type: none"> - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata). 	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy.
Information Management	<ul style="list-style-type: none"> - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
Health and Safety	<ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures. - Recognise and address circumstances to prevent unhealthy or unsafe situations.
Other Duties	<ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

Person specification

Qualifications:	<ul style="list-style-type: none"> - Bachelor's degree in IT or related field. - Microsoft Certified: Fabric Analytics Engineer Certification or equivalent relevant qualification. - Database certification. - Full NZ Driver's Licence (Class 1).
Essential Experience and Skills:	<ul style="list-style-type: none"> - 5+ years' experience in data analytics. - 5+ years' experience in Microsoft stack technology. - Proficiency with on-prem and cloud-based data and database applications and technologies. - Proficiency with Business Intelligence applications and technologies such as Microsoft Fabric, Power BI, Power Query. - Experience with programming and query languages such as SQL, M, DAX, MDX, R, Python, JavaScript. - Demonstrated problem solving abilities evidenced through sound and timely decisions, solving complex problems and creating effective solutions. - High level of attention to detail and accuracy. - Excellent time management skills; uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once. - Strong relationship management and communication skills.
Āhukatanga Māori	<ul style="list-style-type: none"> - Willing to participate in cultural activities and motivated to develop an understanding of Āhukatanga Māori (values, culture and tikanga). - Able to greet and acknowledge people in Te Reo Māori and pronounce Māori words correctly. - Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour. - Actively applies Te Wānanga o Aotearoa values in the workplace.
Essential Attributes:	<ul style="list-style-type: none"> - Analytical; analyses, investigates and interprets data, issues and situations. - Adept at working in cross-functional teams, clearly communicating complex technical concepts to non-technical stakeholders. - Takes a proactive approach to identify data inconsistencies,

	<p>performance bottlenecks, and opportunities for process optimisation.</p> <ul style="list-style-type: none">- Works collaboratively with individuals and groups of people to achieve a goal.- Competent at planning, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.- Quality focussed; produces high quality work and results.- Possesses technical credibility through technical knowledge, expertise, and skills to perform effectively.- Can work effectively in a fast-paced environment, manage multiple projects and is comfortable with evolving priorities and emerging technologies.- Remains calm and can focus under pressure.
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