

# Kaiwhakawhiti Raraunga | Data Wrangler

## 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 Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

The Data Wrangler role is responsible for managing the data integrity and origination stages of the data lifecycle, assessing the quality of data at the ingest stage (both survey and administrative, and eventually unstructured data) before shaping, storing, and managing the meta-data so that it may be used by a range of analysts and researchers.

The Data Wrangler works closely with Workflow Specialists and Technical experts, to develop transformation algorithms used by Insights and Production roles to create data projections that can be incorporated into automated operational workflows.

The Data Wrangler role belongs to a data management community of practice to support a culture of good data management and governance practices across Stats NZ.

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

Key Outcomes	Accountabilities
Manage the data integrity and origination stage of data management lifecycle.	<ul style="list-style-type: none"><li>• Taking admin data from the landing store and checking that it has been transferred completely and from an authentic provider based on an agreed SLA and Trust Model.</li><li>• Maintaining data related to all aspects of a data supply agreement between Data Providers and Stats NZ, including usage restrictions, supply frequency, integrity mechanism, transfer elements (e.g. file(s))</li><li>• Taking survey responses and using flexible rules to determine what happens to the response in terms of next steps processing.</li><li>• Storing data in the form it was provided by a data provider. Stored only subject to integrity and authenticity checks.</li><li>• Describing data at all points in its lifecycle from ingest to projection to dissemination. Includes, but not limited to, admin data, survey data, data models irrespective of physical form, locations of data and access mechanisms.</li></ul>
Partner with Workflow Specialists and Technical Experts to manage data and projection change management activities.	<ul style="list-style-type: none"><li>• Using data analysis tools to access, transform and analyse data from any source using a variety of algorithmic mechanisms resulting in new data/insight.</li><li>• Setting up transient projections, enabling data models to be materialised for experimental purposes within the memory space of a running algorithm or on disk only for the duration of the running algorithm.<ul style="list-style-type: none"><li>• Supporting the creation and automation of processes to create materialised, modelled views of data in a variety of forms required by data transformation and analysis algorithms. Ensuring workflows use the meta data repository to ensure projection models are</li></ul></li></ul>

	<p>centrally described and validated on read for the purpose of projection creation and that projections are only held as long as they have value within the data management ecosystem.</p>
<p>Provide day to day technical support to statistical and data teams, including writing code to configure existing applications and/or datasets for specific statistical and data processes, including integration, and data management procedures.</p>	<ul style="list-style-type: none"> <li>Translating statistical and data process requirements for Digital Business Services and Enterprise Portfolio Office staff.</li> <li>Operationalising changes in methodology or applications and/or datasets into work-flow documents and processes for use by statistical and data staff.</li> <li>Building knowledge of specific applications and/or datasets in use, providing detailed advice regarding their application and performing routine configuration tasks.</li> <li>Working with statistical and data teams to configure applications and/or datasets for data integration. Troubleshooting and liaising with Digital Business Services staff on issues.</li> <li>Administering configuration items (CIs) and related information. Applying tools, techniques, and processes for administering CIs and related information, ensuring protection of assets and components from unauthorised change, diversion, and inappropriate use.</li> <li>Liaising with Digital Business Services staff to plan maintenance work and implement upgrades.</li> </ul>
<p>Partner with colleagues to advance the data management ecosystem capability.</p>	<ul style="list-style-type: none"> <li>Continually developing self within area of expertise.</li> <li>Promoting the data management ecosystem principles and values within Stats NZ and wider OSS – particularly ‘admin data first’ and ‘customer centric’ approaches.</li> <li>Contributing to various professional groups related to subject matter area.</li> </ul>
<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> <li>Actively supports our Strategy, Mana Ārite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>Actively demonstrates <a href="#">The Way We Work</a> principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public</li> </ul>

	<p>servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</p>
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions.	<ul style="list-style-type: none"> <li>Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.</li> <li>Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>Impartial – treating people fairly without personal favour or bias.</li> <li>Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>Trustworthy acting with integrity and being open and transparent.</li> <li>Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>Responsive – understanding and meeting people's needs and aspirations.</li> </ul> </li> </ul>
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> <li>Take personal responsibility for your own health safety and wellbeing.</li> <li>Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>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.</li> </ul>

# Person specification | Ngā āhuatanga e hiahiatia ana e mātou

## Core requirements

- Bachelor's degree in relevant field (computer science, information management etc.) and that has a significant data component, or equivalent practical experience.
- 1-3 years' experience managing data assets from ingestion through to shaping, integration and storage, ideally in a multi-tenanted data environment.
- Strong understanding of data management theory and architectures.
- Experience working with experimental or evolving data, and working with Technical Experts and Workflow Specialists to translate domain rules into operational data transformations/projections for analysts to use.
- Advanced coding skills, ideally including Python, SAS, SQL, and/or R packages, used to implement, test and maintain data transformations.
- Familiarity with a broad range of advanced quantitative and qualitative analytic techniques. Understand how transformed data supports downstream analysis.
- Familiarity with the underlying server operating system and networks.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- 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.
- Knowledge of iwi and Māori culture and social structures.
- Understanding of implementing Tiriti-centred approaches and partnering models.