

Statistical and Data Technician | Kaihangarau Tauanga Me Ngā Raraunga

Senior Statistical and Data Technician | Kaihangarau Tauanga, Raraunga Matua

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 Statistical and Data Technician/Senior Technician is responsible for the routine processes used in the end to end preparation, integration testing and delivery of data and statistics for a wide range of statistical and data products, in particular Tier 1 statistics for critical decision-making and integrated data. In addition, this role supports users to access self-service facilities.

This role has two development levels starting with routine preparation tasks and progressing through to statistical releases. Refer to the table at the end of this position description for more detail on the development levels.

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

Key Outcomes	Accountabilities
Efficiently compile and prepare data	NB: the deliverables/accountabilities expected will be dependent on the level of role: • Accurately keying-in, classifying and coding micro and macro data values to standard classifications (e.g. Geospatial standards, ANZSIC, harmonised classification) • Reviewing and validating data to the appropriate fit for purpose quality, using appropriate rules and methods (such as automated techniques and data confrontation) • Applying linking methodologies and conducting appropriate checking • Identifying variables and unit records which do not pass validation, the reason for failure, and the required next step(s) including: • Resolving duplicate unit records • Applying automated and manual data edits • Applying appropriate imputation techniques • Being able to work with multiple data sources (e.g. administrative data, postal data, and derived data) • Working with Data Brokers to test data from potential sources.
Calculate statistical products using appropriate methodologies and processes	• Transforming data inputs into statistical outputs to produce robust estimates of real world activities and associated quality metrics • Applying appropriate statistical methodologies and processes (e.g. weighting, seasonal and trend adjustment, post-stratification) • Applying definitions, concepts, and classifications to produce comparable and consistent datasets (e.g. international standards, continuous time series, and machine readable datasets)

Release data and statistical products	• Applying disclosure controls to protect suppliers of data and statistical products • Providing provisional, interim and final results for statistical products. • Following and implementing release plans for statistical and data products using appropriate formats, channels, and timing • Formatting statistical products appropriately for release • Attaching appropriate metadata to datasets and statistical products
Work with and advise suppliers, customers and colleagues	• Engaging with suppliers of data and statistical information (including internal suppliers from other parts of Stats NZ) and working collaboratively to resolve supply or data issues. • Coordinating access to self-service data services – providing output checking services to ensure confidentiality requirements of the use and output of microdata are met • Maintaining clear documentation on data and statistical products and processes • Monitoring and recommending improvements for our routine quality assurance processes.
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Actively demonstrates The Way We Work 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. • 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 servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adoptions.	• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.

	• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: ○ Impartial – treating people fairly without personal favour or bias. ○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ 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. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • 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 hiahia ana e mātou

Core requirements

- Excellent grades for mathematics and/or statistics at NCEA level 2 or higher
- Strong aptitude for pattern detection – able to spot inconsistencies and errors
- Strong aptitude for using statistical packages, understanding of statistical processes
- Ability to understand and apply concepts and frameworks to data and statistical processes and products
- Well-rounded communicator – able to engage with a broad range of people and to articulate ideas clearly
- Able to take new methods and work with other colleagues to develop outlines of issues that need to be clarified before implementation
- Ability to review and develop practice guidelines around new and original practices that enable other staff to work efficiently and consistently
- 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.

Development thresholds

Statistical and Data Technician	Senior Statistical and Data Technician
General description: Routine and predominantly manager/technical-lead directed work	General description: Combining routine and non-routine work, which is primarily self-directed.
Tasks: • Data processing • Simple data validation (pre-defined rules/micro-level) • Manual and automated work • Routine integration work • Participating in the delivery of products and services with awareness of customer needs • Other tasks as directed	Tasks: • Complex data validation • Access coordination work with researchers • Taking responsibility for delivery of products and services and understanding of customer needs • Provide coaching to statistical and data technicians • Other tasks as directed
Behaviours: • Developing confidence in supplier and customer interactions • Skilled in multiple functional outputs • Contributes well to the team and is collaborative and flexible • Accurately following set processes • Understanding of concepts and frameworks • Able to use multiple tools to support outputs • Developing judgement on all tasks	Behaviours: • Confident in supplier and customer interactions • Skilled in many functional outputs • Contributes well to the team and is collaborative and flexible • Following, maintaining and developing new processes • Excellent understanding of concepts and frameworks • Using a range of tools to support outputs • Exercising good judgement on all tasks

Complex Business & Processing Support | Te Tautoko Pakihi Matatini & Te Tukatuka

The Complex Business and Processing Support team is responsible for the Statistical Business Register (SBR), the Complex Businesses function, and statistical processing support.

The SBR team is responsible for maintaining the SBR to a high-quality standard to support official statistics production and produce business demography statistics (in conjunction with the Customer Services and Support branch). The SBR team will work closely with the Complex Business Unit (CBU) team, to support initial development of the operating model and then ongoing involvement in support of the CBU function.



The CBU is responsible for about improving the quality, consistency, and coherency of the data from large complex businesses to feed into our economic statistics. CBU's are common in other national statistical agencies. Given the importance of large enterprise business groups to economic statistics, the establishment of an CBU is an organisational solution for coordinating and monitoring the different inputs and outputs of statistical production processes concerning large and complex enterprise groups.

The Statistical Processing Support (SPS) team centralises the Senior Statistical and Data Technician and Statistical and Data Technician roles who work across a range of our statistical data, creating flexibility to move resources to where they are most needed at a given time, and at the same time mitigating risks associated with knowledge loss and/or increased short term demands for data processing. The SPS team works closely with their subject matter teams to maintain consistency and mitigate any risks.

