

Position Description



Data Engineer

Date	October 2026
Purpose of position	To lead the ongoing implementation, management and continuous improvement of Port Otago's Microsoft Fabric data platform. The role applies Microsoft best-practice frameworks to enable reliable, governed data ingestion and reporting, and works with business users, external consultants and the platform's Managed Service Provider (MSP) to migrate existing reporting into Fabric and deliver insights that support better business decision-making.
Reports to	Head of IT
Key Relationships	• IT Team • Managed Service Provider (MSP) responsible for the Fabric platform, medallion architecture and metadata framework • Business unit managers and reporting/data owners across Port Otago • Leadership Team (as consumers of data-led insights)
Direct Reports	• Nil
Qualifications & Requirements	• Minimum 5 years' experience working with Microsoft data warehousing and reporting tools, including Microsoft Fabric, Power BI, Python and SQL • Strong Power BI report development and management skills, including building semantic (tabular) models, writing DAX measures and calculations, and applying data modelling best practice • Experience securing and deploying Power BI content, including row-level security, workspace and app management, and deployment pipelines for controlled, repeatable releases • Demonstrated experience implementing and supporting Microsoft best-practice frameworks, including medallion architecture, metadata-driven frameworks (MDF), and database mirroring • Experience building and maintaining CI/CD pipelines for automated, version-controlled deployment of data platform code • Experience with data ingestion and integration with core business systems including API's and database mirroring. • Experience in port, logistics, freight or a similarly complex operational industry is preferred • Strong stakeholder engagement skills, with the ability to translate business reporting requirements into technical data solutions for non-technical audiences

	• Experience working with external consultants, vendors or managed service providers to deliver technical programmes of work • Working knowledge of data governance, security and access control within a Microsoft 365/Azure environment • Comfortable operating as the sole dedicated data engineering specialist within a small, generalist IT team, and taking ownership of technical decisions • Relevant tertiary qualification in computer science, data engineering, information systems or a related field, or equivalent practical experience preferred. • Relevant Microsoft certifications (e.g. Fabric Analytics Engineer Associate, Power BI Data Analyst Associate, Azure Data Engineer Associate) are an advantage • Good written and verbal communication skills
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Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation). • Report all incidents, injuries and near misses accurately and in a timely fashion. • Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm. • Participates in site inductions and on-going health and safety related training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow the "Take 5" personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all Team Health and Safety meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs and alcohol.
Team Contribution	• Develop open honest and respectful working relationships with all Port Otago team members. • Promote a cohesive and inclusive team culture. • Represent Port Otago in a positive and professional manner to all parties, providing support for agreed decisions and directions. • Actively promote Port Otago policies of health and safety, quality and environment.

	• Actively listen to other people's ideas and contribute positively to team activities. • Be polite and courteous to all team members to maintain a professional environment. • Actively support the Port Otago values through behaviour and actions.
Stakeholder Engagement	• Work with key business users across Port Otago to understand business systems, data sources and reporting requirements • Translate business reporting needs into scalable data models and pipelines within Microsoft Fabric • Communicate clearly with non-technical stakeholders, explaining data concepts, constraints and trade-offs in plain language • Manage expectations on delivery timeframes for new data sources, reports and platform changes, proactively updating stakeholders on progress • Build strong working relationships with business unit owners to support ongoing, iterative delivery of reporting • Seek out and act on feedback from report and dashboard users to improve data quality and usability
Microsoft Fabric Platform & Data Engineering	• Manage and support the ongoing implementation of Port Otago's Microsoft Fabric environment, including workspaces, capacity and platform configuration • Implement and maintain Microsoft best-practice frameworks, including medallion architecture (bronze/silver/gold layers), the metadata-driven framework (MDF), and database mirroring • Develop and maintain data ingestion pipelines to bring source system data into Fabric including the use of CI/ CD pipelines, python and SQL • Secure and deploy Power BI reports, datasets and apps, including row-level security and structured release through deployment pipelines • Monitor platform performance, data quality and pipeline reliability, diagnosing and resolving issues as they arise • Maintain clear, up-to-date technical documentation of data models, pipelines and platform configuration
Data-Led Insights & Continuous Improvement	• Identify and recommend improvements to existing data systems, models and reporting to better support business decision-making • Proactively identify opportunities to extend Fabric capability, including new data sources, automation and self-service reporting • Develop, manage and continuously improve Power BI reports and dashboards that give the business clear, trusted insights • Champion data quality, consistency and governance across the Fabric environment
External Consultant & Programme Coordination	• Coordinate with the Managed Service Provider (MSP) responsible for the Fabric platform, medallion architecture and

	metadata framework to plan and prioritise ongoing platform work • Work closely with Port Otago's external data and business consultants, drawing on their systems and business knowledge to inform platform design and delivery decisions • Coordinate and help sequence the programme of work to migrate existing reporting into Microsoft Fabric • Act as the internal technical point of contact for Fabric-related work carried out by consultants and the MSP, ensuring alignment with Port Otago's data strategy and IT standards • Support knowledge transfer from consultants and the MSP into the internal IT team over time
Personal Development	• Plan developed identifying goals, actions and timelines in conjunction with your manager. • Take some responsibility for developing own personal plan in conjunction with your Manager through Connect Conversations.

Key Performance Measures

Health & Safety	• To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately.
Fabric Platform Performance	• Microsoft Fabric platform is implemented and maintained in line with Microsoft best-practice frameworks (medallion architecture, MDF, mirroring, CI/CD) • Data pipelines and ingestion processes run reliably, with issues identified and resolved promptly • Platform and pipeline documentation is accurate, current and accessible to the wider IT team
Stakeholder & Reporting Outcomes	• Business reporting requirements are understood and translated into working solutions within agreed timeframes • Business users report improved access to trusted, timely data for decision-making • Feedback from report and dashboard users is positive and actively acted on
Programme Delivery	• The programme of work to migrate existing reporting to Fabric progresses to plan, in coordination with external consultants • Work with the MSP and consultants is well-coordinated, with clear priorities and minimal rework • Improvement initiatives are identified, proposed and delivered to a high standard