Title	Lead Data Analyst
Function	Data and Intelligence
Reports To	Director, Data Insight and Innovation
Location	Hawkes Bay
Arrangement	Permanent / Full Time
Remuneration	$75,102 - $93,877
Date	July 2025

Kaupapa | Purpose

The role provides analytical leadership and expertise across EIT's data analysis and visualisation activities - transforming complex datasets and requirements into actionable insights that drive business decisions and strategy. As such, the role contributes significantly to EIT's data and intelligence practice, its strategic objectives, and its journey as a data-driven organisation.

Ngā Hononga Mahi | Working Relationships

Internal Relationships: Functional leaders, kaimahi across EIT.

External Relationships: Tertiary education sector organisations, regional/national government agencies, local iwi, hapū, and community groups.

Financial Delegations: NA

People Leadership: NA

Ngā Mahi | Accountabilities

Data Analysis and Intelligence

- Work closely with the Director, Data Insight and Innovation to establish and shape EIT's data products and services
- Deliver high quality and statistically sound analysis (models, outputs, and solutions) that meets business needs and strategic objectives
- Provide analytical capability and expertise in support of:
    - data driven decision-making, across all tiers of the organization
    - new ventures and emerging areas of data value and significance (incl AI and ML)
    - continuous improvement and optimization
    - other projects, initiatives, and workstreams as directed
- Operational oversight of EIT's data practice reporting and presentation layer

- Ensure data visualization and presentation adheres to agreed design principles and guidelines Data

Liaison and Relationships

- Support the representation of data and intelligence practice to internal and external stakeholders in ways that:
    - communicate requirements, impacts, and recommendations clearly and effectively
    - establish confidence and trust in our analytical capabilities and solutions
    - foster productive relationships and dialogue
    - increase understanding and data literacy
- Support a coordinated and effective interface between data engineering, data operations, and analysis and visualization

- Provide support and guidance to stakeholders in the use of analytical tools, methods, and solutions. This includes onboarding, training & developing the abilities of others

Data Governance

- Ensure data analysis and visualization activities meet EIT's data governance, data quality, and security standards
- Contribute to EIT's data governance practices

Administration

- Develop and document related processes and procedures
- Provide support to EIT committees and other decision-making fora
- Support data/technical maintenance and testing

General Responsibilities

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Commitment to EIT Priorities

- Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.
- Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.
- Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.
- Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Skills, Experience, Knowledge and Qualifications

- Degree in Computer Science, Statistics, Mathematics, or related/comparable experience
- Minimum 5 years of experience in data analysis, ideally with at least a year in a lead/senior analyst role
- Strong proficiency in SQL, Python, R, or similar programming languages
- Experience with data visualization tools (Power BI, Tableau, Qlik)
- Knowledge of statistical analysis techniques and methodologies (i.e. GIS, AI, ML predictive/prescriptive modelling)
- Experience with data warehousing concepts, ETL processes and pipeline development
- Excellent communication and presentation skills
- Experience working in the tertiary education sector preferred

Data warehousing / modelling:

- Strong data transformation, cleaning, and management skills
- Experience in the use of internal and external data sources to create robust data models that reflect business models

- Ability to work with complex and diverse data sets
- Demonstrable experience across the Microsoft Technology stack Azure and Power BI for data modelling

Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.

- We create space for innovation and excellence, challenging the status quo for positive change.

- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.

- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.

- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

Herea te mana | Act with integrity:

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.

- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

Herea te pono | Be committed:

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.

- We are accountable for our impact and take ownership of both successes and challenges.

- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.