POSITION DESCRIPTION

Title:	**Data & Information Manager**
Location:	Dunedin
Reports to:	Chief Technology Officer
Purpose:	Lead Aurora to managing its data as an asset and towards data-driven decision-making. Operationalise this, leading and managing the data and information needs of Aurora Energy to support robust asset and operational management and broader business decision-making.

Direct reports:	3 - 6	**Indirect reports:**	0

1. Our Values

Aurora Energy expects its people to always behave in line with our company values.

- We put safety first
- We are solutions focused
- We are one team
- We pursue learning & innovation
- We act with integrity

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2. Duties and Responsibilities

Accountabilities	Indicators of success
Early outcomes	• Conduct a zero-based review of all data collections and available data focussing on physical asset data – attributes and condition related. • Define the data quality measures to be used and begin a measurement regime to report. • Lead the understanding of the various types of data required especially financial asset, physical asset, operational asset and articulate the differences in their requirements
Manage Data as an Asset	• Lead a collaborative process to define Aurora's asset and operational data requirements, ensuring full input from all relevant business leaders and stakeholders. • Determine the data and business intelligence strategy for the company to best support the reporting, tracking, analytics and decision making required. • Improve how Aurora collects, uses, manages and provides data, defining the data requirements and identifying the gaps between current state and required state. • Ensure data is available, reliable, consistent, accessible, secure and timely to support users, decision-makers and, where appropriate, external third parties. • Work with the Enterprise Solutions Architect, Data Architect, SCADA Engineer, Operations leads and other stakeholders to define a roadmap and assist with data architectures, data capture requirements and team capability to move from current state to required future state. • The roadmap will define the journey towards an integrated data infrastructure and the associated data architecture and data models will ensure Aurora has the ability to see its assets, their condition, physical state and status in near real-time[1] ensuring we have sound information on which to base asset lifecycle and investment strategies and decisions. • Maintain a central inventory of Aurora's data collections and datasets. • Plan future data needs, reach out to industry, third parties and customers to promote Aurora's data and data services

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[1] *Note that much of the operational data e.g. from the electrical network is required in real-time.*

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Accountabilities	Indicators of success
Data Management & Quality Assurance	• Regularly measure and improve data quality.
	• Help inform data architecture and analytics, reporting and storage tools
	• Assist in establishing and implementing standards and procedures for master data management and data governance to ensure data consistency and accuracy..
	• Conduct regular data audits to check data quality
	• Continually seek data quality improvements and actively work with business leaders to continue to clean up our data
	• Standardize Aurora's approach to data through a shared set of definitions, techniques, and analyses that govern interactions with the data.
	• Alongside the Data Architect, ensure adherence to data standards and data linkages between systems.
Asset Management Systems & Data	• Ensure the data underpinning Aurora's asset management system is of high integrity and available for the processes and functions of asset management.
	• Support the development, implementation, use and maintenance of the data asset and data architecture.
	• Leverage innovative and data capture methodologies in conjunction with ICT.
	• Business trouble shooting of issues, incident management, and problem resolution of data and analysis.
	• Assist in developing data "products" for internal and external use.
	• Support the implementation of tools for real time data capture and associated change management planning and execution managing the transition from existing methods to new methods, ensuring all required data sets are efficiently and accurately maintained.
	• Lead the data practice to assist Aurora's asset management maturity and ISO55000 alignment and, potentially, certification.

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Data Analytics & Reporting	- Assist the Asset and Operations teams with their analytics such that effective decision making is provided and strategic and operational insights are delivered. - Proactively identify opportunities to drive business improvement through data-driven decisions - Be a thought leader and advocate for being a data-driven decision making across all parts of the company. Partner with all aspects of business to promote this.
People Capability & Performance	- Create, build and lead a data team to deliver the data requirements for Aurora and respond to organisation data needs - Proactively support your team and staff through the data journey. - Assess and fill capability gaps, developing or recruiting accordingly. - Be a strong technical mentor and coach for data scientists and other data roles in the company. - Provide timely, effective and constructive coaching, mentorship, advice and guidance to direct reports, passing on knowledge and skills to support their development and career growth. - Organisational policies and procedures followed by all staff, based on effective communication and expectation setting. - Your team thinks, acts and behaves like a trusted client enabling the success of its contractors
Safety and risk management	- Full compliance with Aurora's health and safety system, policies and relevant legislation - Ensures a safety culture exists within own area of influence, taking, and applying accountability for actions.

Other related duties may be required from time-to-time.

3. Qualifications and Experience

	Essential	**Desirable**
Formal Qualifications	Bachelor's degree in Data Science, Computer Science, Information Technology, Maths, Statistics, Engineering or a related technical field.	Training or experience in asset management principles and process
Skills and Experience	4+ years' experience data management.	Knowledge of electrical infrastructure (or other equivalent utility) and associated data collection requirements
	Demonstrated expertise in data modelling, data integration and business intelligence systems	Experience with MySQL, PL/SQL and Esri ArcGIS
	Ability to lead and champion strategic and operational discussion and decision making in relation to data requirements	Experience with statistical analysis packages
	Business planning and project management skills to convert a vision into a clear roadmap and manage through to completion	Experience in leading change
	Demonstrated ability to lead, motivate and develop people.	Understanding of data architecture and technology data models
	Good communication and relationship management skills.	Experience in statistical analysis, quantitative analysis
		Advanced data analysis knowledge and skills

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4. Key Capabilities & Behaviours

Below is a list of capabilities required and expected behaviours (including our values) that are important to perform this role effectively and support the achievement of business goals.

Capability Set	Description
PERSONAL ATTRIBUTES	**Acts With Integrity:** Behaves in an honest, professional, ethical and responsible way, demonstrating accountability. **Manage Self & Improve:** Shows drive and motivation, a measured approach and a commitment to learning and growth. **Friendly and approachable** - friendly, approachable and willing to help. **Display resilience and embraces change** – is prepared to express their views, and willing to accept and commit to change.
RELATIONSHIPS	**Communicate Effectively:** Communicates clearly and proactively, actively listens to others and responds with respect. **Work Collaboratively:** Works well in a team, collaborates with others and values their contribution, builds cooperative relationships and foster a 'One Aurora Team' culture **Influence & Align:** Gains consensus and commitment from others and resolves issues and conflict constructively.
RESULTS	**Solutions Focused:** Achieves results through dedication, efficient use of resources, a positive attitude and a commitment to quality outcomes **Plan & Prioritise:** Plans to achieve priority outcomes and responds flexibly to changing circumstances **Delivers Quality Work:** Considers the business context and applies technical skills effectively to develop practical solutions of a high standard.
BUSINESS ENABLERS	**Health & Safety:** Puts safety first, proactively focuses on employee wellbeing and champions our safety rules. **Technology:** Understands and use available technologies to maximise efficiencies and effectiveness. **Customer Service:** Promotes a culture of quality customer service, ensuring that systems and processes drive delivery and a great customer experience

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	Project Management: Understand and apply effective planning, coordination and control methods.
PEOPLE MANAGEMENT	**Manage and Develop People:** Engages and motivates staff, develops capability and potential in others. **Provide Direction and Purpose:** Communicates vision, strategy, goals, and priorities and recognises achievements. **Optimise Business Outcomes:** Manage resources effectively and apply sound workforce planning principles. **Recognise and reward:** Lets others know how they are doing and shows appreciation and support for their contributions. **Champion & Manage Change:** Support, champion and manage change, and assist others to engage with change.