

## Job Description: Data Officer

July 2016

### Basics

Title:	Data Officer
Position type:	Employee
Direct report to:	Chief Operating Officer
Hours of work:	30 to 40 hours per week as agreed Flexibility to pick when these hours are done
Place of work:	Figure.NZ, Level 4, 1 Shortland St, Auckland Flexibility to work from anywhere as agreed
Start date:	August or September 2016
Salary range:	\$60-70k

### About Figure.NZ

Figure.NZ is a social enterprise working to make New Zealand's public data easier to find and easier to use. Our mission is to empower New Zealand to be as awesome as we know it can be by enabling everyone to make sense of data. We think that data literacy can change society for the better in the same way that language literacy did, and that the economic, social and environmental benefits of widespread data use are very large. You can read and watch more about us [here](#).

Practically we provide open data publishing services and free public access to the data we publish on our website at <https://figure.nz/>. We have strategic partnerships with ASB and with Statistics NZ, and are supported by a number of far-sighted organisations that we are proud to call our [Patrons](#). There are 15 of us in [the team](#): you'd make it 16.

We think that diversity makes us stronger and helps us provide better services, even though it can sometimes make it trickier to communicate. We aim to work in a remote-first way, i.e., so there is no difference in engagement between being in the office and being online.

### About this job

You will work as part of the Data Team, which takes disparate data and turns it into consistent and delightful formats that all New Zealanders can use and enjoy. Day to day the job involves data processing and making graphs and maps, maintaining our existing content and systems, and research activities to scope new projects or better understand the data landscape. Learning about all the datasets and becoming an expert on the terminology used by data providers like Statistics NZ is part of the job.

You will be using Grace, our data extraction and management platform. You will be able to provide input into the direction and development of this platform over time too.

Everyone in Figure.NZ has some responsibility for external communications. This can be done through a variety of ways – from responding to public and internal data queries, liaising with customers, patrons and others on data-related projects and events, or it could be writing a post or shooting a video to show people what we've been working on.

### Responsibilities

Area	Approximate time in a normal week
Work with Figure.NZ clients and the Chief Data Officer to identify data to publish	15%
Extract datasets and metadata into tables in our backend system (Grace)	45%
Create graphs and maps (and in future other content) from the tables	25%
Other things including contributing to Figure.NZ's external communications	15%

### Characteristics

These are things we think this person will need:

- Has unusual levels of attention to detail
- Loves data and believes that facts can change the world
- Curious, systematic, productive, self-motivating, plays well with others
- Confident using Excel (or similar) to reformat and arrange data (which is sometimes required)
- Has some experience with public data, knows how it is collected and where it is stored
- Is kind, and fits in well with our operating style and values

Or maybe you'll have some other amazing skill that we haven't thought of that would make you great at this job. We still want to talk to you.