POSITION DESCRIPTION

Position Title	**Principal Advisor Data Insights**
Group	Electoral Commission
Location	National Office
Date	Feb 2021
Reports to	Manager Strategy

Position Purpose

The Principal Advisor Data Insights is responsible for ensuring that the Electoral Commission has high quality analytical and business insights systems and processes, that allow it to accurately measure its effectiveness against outcomes and identify opportunities to provide better services. The Principal Advisor develops, tests and maintains the Commission's business intelligence and analytics tools, including interactive web-based dashboards and automated reporting. The Principal Advisor will also work closely with Commission staff, contractors and other government agencies to continuously improve the Commission's data analysis and reporting techniques and methods. They will also assist the Commission to respond to public and media enquiries where data and analysis of information is required.

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None

Important Relationships

Internal

- Commission Staff, including permanent and temporary field staff
- Chief Electoral Officer
- Senior Managers from Operational teams and in general
- Electoral Commission Board

External

- Statistics New Zealand, LINZ and other public sector organisations
- Suppliers
- Consultants and Contractors

Accountabilities

Accountability Area	Deliverables / Outcomes
- **Business Insights and Analytics** -	- Analyse and query the Commission's data using a range of analytical and reporting tools to identify trends and opportunities for improvements to processes and operations based on a solid understanding of business needs and priorities. - Develop, test, maintain and support the interactive dashboards used by Commission staff to monitor performance and identify trends. - Maintain reporting tools, systems and processes that allow Commission staff to have the information they require to do their roles more effectively and to allow the Commission to better measure the effectiveness of its public-facing services. - Use statistical analysis, machine learning and other modelling tools and techniques to better understand the impact of the Commission's services on its customers, and to forecast future trends. - Ensure all business intelligence, analytics and reporting systems and tools are consistent with the relevant cyber security and privacy policies and standards of the Commission and NZ Government. - Respond to public and media enquiries that require customized or specialized data or reports. - Identify and collect external data sets that will allow the Commission to improve the services it delivers to customers. o Manage any procurement that may be required to engage external suppliers of business intelligence or analytical services, including the development of RFP or RFI documents.
- **Business Analysis**	- Identify business process improvements in the pursuit of continual improvement - Participate in business analysis and business case development, particularly where data insights are required. o Participate in process re-engineering projects involving data.

- **Project management**	- Lead and contribute to data-related projects that are delivered according to time, cost, and quality standards or goals by:
	    o Defining project scope, work schedule and budget with project sponsor (e.g. a project plan or research proposal)
	    o Identifying resources requirements to meet the plan
	    o Monitoring progress against project milestones and deliverables in accordance with the project/research plan
	    o Providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes
	    o Conducting a post implementation review where agreed to identify learning/improvement opportunities for the future

- **Relationship Management**	- Contribute to higher effectiveness levels for the team by identifying, developing, and maintaining an appropriate network of contacts. - Ensure that business relationships are maintained at an agreed level by developing, implementing and

	maintaining a quality oriented, timely, and service-focused approach in work programmes and services provided.
Quality Systems and Service	- Contribute to the achievement of team goals against measures of time, cost and quality, by giving consideration to, and applying, these standards in day-to-day work. - Practice a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues. - Ensure that service levels for internal and external customers meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.
Workplace Effectiveness and Corporate Contribution	Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.
• **Health and Safety**	- Take reasonable care for your own health and safety and that of others at work - Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained. - Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.

Person Specifications

Experience and knowledge profile:

- Excellent knowledge and extensive experience in data analysis, modelling and business intelligence techniques and methodologies, including large structured and unstructured datasets

- Experience developing, testing and maintaining R Shiny dashboards for use internally by business users.

- Experience building and maintaining relationships with key internal and external stakeholders and presenting the results of analysis to a broad range of stakeholders with credibility.

- Experience ensuring that the collection, analysis and disposal of data comply with all relevant privacy and security legal obligations, standards and policies.

- Experience in measuring the effectiveness of existing services and user satisfaction and identifying techniques for measuring the effectiveness of new services.

- Experience with business process re-engineering concepts and techniques using new IT technology

- Experience in managing projects using formal project management methodologies

- An understanding of (or ability to learn) the detail of how New Zealand electoral processes, systems and operations work.

Key Competencies Required

- ***Analytical Skills and Judgement:*** *Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all*

fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.

- *Relationship management: The ability to establish and maintain effective and co-operative internal and external relationships.*

- **Customer Focus**: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.

- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.

- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.

- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)

- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain

  - **Commitment to EEO:** The ability to apply EEO principles in the workplace.

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:
We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

a) Facilitates participation in parliamentary democracy; and

b) Promotes understanding of the electoral system; and

c) Maintains confidence in the administration of the electoral system.

Our Vision

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti
Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.
The Commission's TAUMATA values framework is the result of embracing the opportunity to define our values in a meaningful way that reflects Aotearoa's bicultural context. The five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

TAUMATA – Values Framework

Ngā Uara / Values *translation*	Explanations
Tūhonotanga To join, bond, attach, connect *Connecting / building and maintaining relationships*	Bringing people together to increase participation in democracy.
Aratakina To conduct, lead, point out, guide *Knowledge Transfer*	Guiding towards greater understanding.
Uakaha Vigour, energy, dynamism, enthusiasm *Energy / dynamism / innovation*	Being dynamic and energetic in what we do.
Manaakitanga Hospitality, kindness, generosity, support *Power Transfer*	Demonstrating generosity and empowering people.
Tika Be true, valid, honest, genuine, sincere	Doing things right; doing the right things!

Integrity and honesty	