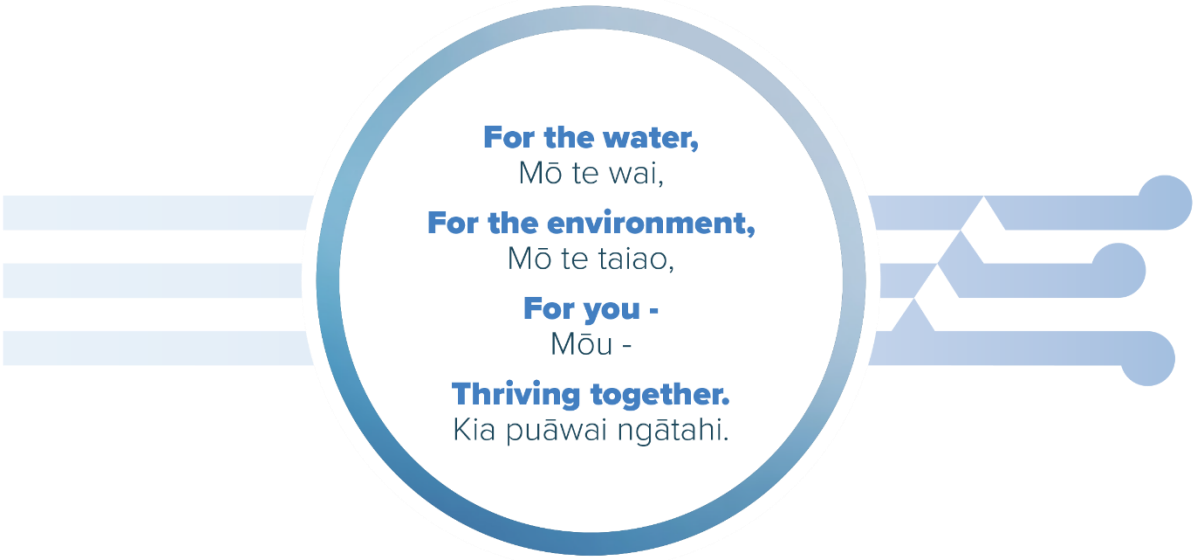
WAITĪ WATERS

Position Description

Position details

Position title	Data and Analytics Specialist
Reports to	Technology and Information Lead
Direct reports	None
Location	Masterton head office
Delegations	None



About Waitī Waters

Waitī Waters is a water services council-controlled organisation established under the Local Government (Water Services) Act 2025. We are owned by South Wairarapa, Carterton, Masterton, and Tararua District Councils, in partnership with Rangitāne and Ngāti Kahungunu.

Our Board of Directors governs Waitī Waters and the Stakeholders' Forum of Council and iwi representatives provides oversight on behalf of our owners and partners.

From 1 July 2027, we'll deliver drinking water, wastewater and stormwater services to around 25,000 connections and 70,000 people. We'll manage close to $700 million in water assets, and plan to invest around $400 million over the next decade. Our service promise is simple: delivering safe and sustainable water services our communities can count on.

Our name comes from the Matariki star linked to freshwater, and the role it plays sustaining life and wellbeing.

About your group

Waitī Waters is made up of five groups:

Service Delivery

Infrastructure

Finance and Commercial

Customer, People and Safety

Strategy, Regulatory and Governance

Your role sits in the Finance and Commercial group. This group is responsible for Waitī Waters' financial sustainability, commercial discipline, technology capability and corporate infrastructure. The group brings together finance, economic regulation and pricing, procurement and commercial, technology and information, and property, facilities and fleet. It provides the financial strategy, systems and controls that underpin sound investment decisions and long-term affordability for customers.

About your team

Technology and Information provides the systems, information and digital services that support Waitī Waters' operations and organisational performance. The team is responsible for technology strategy, technology service delivery, business systems, operational technology, information management, cyber security and digital improvement. It enables staff to work effectively, supports the delivery of water services, and helps ensure decisions are based on reliable and trusted information.

The team supports core business systems, including customer, finance, asset management and operational platforms.

About your role

The Data and Analytics Specialist is responsible for helping Waitī Waters turn data into trusted information that supports better decisions. The role leads the development and maintenance of reporting, dashboards and analytics solutions that provide visibility of operational, customer, financial, regulatory and organisational performance.

The role also supports information governance, information management and data governance practices across the organisation. Working closely with business leaders and data owners, the role helps improve data quality, information integrity and reporting capability so staff can access reliable information when they need it.

What you'll do

Responsibility area	Key Deliverables
ROLE-SPECIFIC RESPONSIBILITIES	
Reporting and dashboard development	• Strong relationships are maintained with business teams to understand information needs and priorities. • Reporting, dashboards and visualisations are developed and maintained to meet organisational needs. • Business users have access to reliable, relevant and easy-to-understand information that supports operational, financial, regulatory and strategic decision-making.
Analytics and business intelligence	• Data is transformed into meaningful insights that help leaders and teams understand performance, identify trends and make informed decisions. • Analytics capabilities continue to mature and deliver practical value across the organisation.
Information governance and management	• Information governance, information management and data governance frameworks are established, maintained and embedded into day-to-day business practices.

Responsibility area	Key Deliverables
	• Information assets are managed in a consistent, structured and sustainable way.
Data quality and integrity	• Data quality and information integrity improve over time through effective monitoring, analysis and collaboration with business data owners. • Data issues are identified, understood and addressed through practical improvement initiatives.
COMMON RESPONSIBILITIES	
Working relationships and development	• Constructive working relationships are built and maintained with colleagues, stakeholders and partners. • Own professional development is actively managed. • Contributes actively to team and organisational culture, consistent with our How We Work principles.
Health and safety	• Own safety and the safety of others is actively managed at all times. • Full compliance with Waitī Waters health, safety and wellbeing policies and safe systems of work. • Incidents, near misses, hazards and risks are reported promptly through the designated system.
Emergency management	• Emergency management training and exercises are completed as required. • Roster, on-call or call-out duties applicable to the role are undertaken. • Role-specific responsibilities under Waitī Waters' emergency response plans are understood and carried out when activated.

Who you'll work with

Internal	External
Technology and Information Lead	Technology vendors and software providers
Technology and Information team	Business intelligence and reporting partners

Internal	External
Finance team	Technology consultants
Procurement and Property team	Data and analytics solution providers
Customer team	Other water organisations
Service Delivery teams	
Infrastructure teams	
Strategy, Regulatory and Governance teams	
All other Waitī Waters leaders and staff	

What you'll bring

Essential

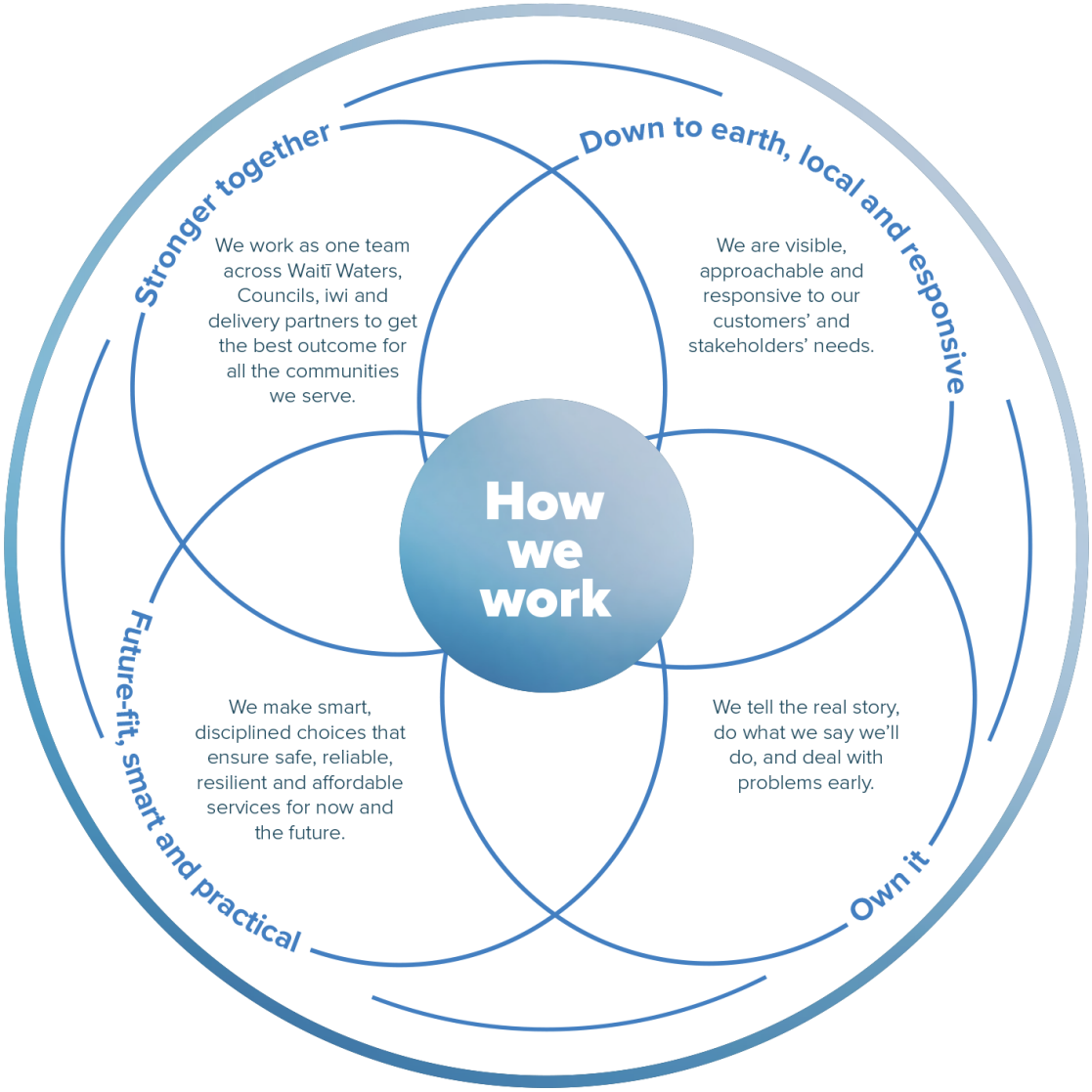
- Relevant tertiary qualification in information management, data analytics, information systems, business intelligence, statistics or a related discipline, or equivalent experience.
- Experience developing and maintaining reports, dashboards and business intelligence solutions.
- Experience working with data visualisation and reporting tools.
- Experience analysing and interpreting data to support operational, financial or business decision-making.
- Understanding of information governance, information management and data governance practices.
- Experience improving data quality and working with business stakeholders to strengthen data integrity.
- Strong analytical, problem-solving and critical thinking skills.
- Ability to communicate technical and analytical concepts clearly to non-technical audiences.
- Strong stakeholder relationship management skills and ability to work collaboratively across teams.
- Commitment to working in partnership with iwi and hapū.

Desirable

- Experience in local government, utilities, infrastructure or a council-controlled organisation.

- Experience working with customer, finance, asset management or operational data.
- Experience designing organisational performance reporting and KPI frameworks.
- Knowledge of regulatory reporting, information governance or business intelligence best practice.

How we work



Changing this position

Waitī Waters is a new organisation, and roles are expected to evolve as the organisation matures. Waitī Waters may, from time to time, make reasonable changes to this position description in consultation with the position holder.