

## POSITION DESCRIPTION

<b>Position Title:</b>	Data Engineer		
<b>Reporting to:</b>	Chief Information Officer		
<b>Direct reports:</b>	0	<b>Location:</b>	Ōtautahi (Christchurch)
<b>Indirect reports:</b>	0		
<b>Date created:</b>	29 January 2025	<b>Date last updated:</b>	29 January 2025

### About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

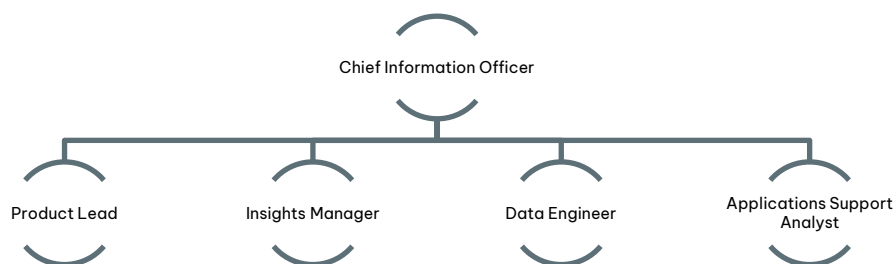
**Towards 2030** is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

The Data Engineer helps Citycare Property achieve its strategic goals by designing and delivering data models and analysis services to improve business processes and customer value. They also build, deploy, and maintain data support tools, semantic layers, and metadata.

The Data Engineer is also expected to take the lead in preventing data quality issues by identifying frequent user errors and working with business units to strengthen user competence.

### Your Team | Tō Kapa



## Key Accountabilities | Ngā Kawenga Takohanga

<b>Data &amp; Analytics</b>	<ul style="list-style-type: none"> <li>• Provision data, in a clean and conformed manner.</li> <li>• Develop the semantic layer, metadata, reports, and report definitions.</li> <li>• Assist in the design of databases and data warehouses to ensure interoperability with BI solutions.</li> <li>• Support business data analysis and decision-making processes.</li> <li>• Maintain existing ETL pipelines, reports and dashboards.</li> <li>• Maintain metadata and aid users in the correct interpretation of the data.</li> <li>• Maintain the quality and timeliness of the data.</li> <li>• Work with business units to ensure data inputs meet reporting requirements.</li> <li>• Extract data and migrate it as and when required.</li> <li>• Ensure that data is secure, and reports contain only the information that is required.</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>• Develop and maintain integration components including APIs, functions, service bus, event queues and SQL queries.</li> <li>• Work with business analysts and architects to establish integration specifications.</li> <li>• Implement appropriate logging and alerting to support monitoring and auditing.</li> <li>• Provide technical assistance to troubleshoot and resolve integration issues.</li> </ul>
<b>DevOps</b>	<ul style="list-style-type: none"> <li>• Maintain cloud infrastructure as code.</li> <li>• Implement and maintain automated test suites.</li> <li>• Create and maintain continuous delivery pipelines.</li> <li>• Log and monitor production jobs and activity.</li> </ul>
<b>Application Development</b>	<ul style="list-style-type: none"> <li>• Maintenance of various small applications .Net VB and C#.</li> <li>• Application customisation in Java.</li> </ul>
<b>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property's Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies with approved Citycare Property's policies, plans, and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type, as required by the Employer.</li> </ul>

	<ul style="list-style-type: none"> <li>From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.</li> </ul>
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### Health, Safety and Wellbeing | Te Whare Tapa Whā

<p><b>All kaimahi are responsible for and required to:</b></p>	<ul style="list-style-type: none"> <li>Be personally responsible for your own and others' Health, Safety and Wellbeing at work.</li> <li>Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>Be familiar with Health, Safety and Wellbeing procedures.</li> <li>Always establish and insist upon safe methods and safe practices.</li> <li>Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
<p><b>All People leaders are personally accountable for:</b></p>	<ul style="list-style-type: none"> <li>Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment.</li> <li>Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> <li>Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies.</li> <li>Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> <li>Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.</li> </ul>

### Key Relationships | Ngā Hononga Matua

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>All Citycare Property kaimahi including: <ul style="list-style-type: none"> <li>Delivery Unit Managers</li> <li>Executive Leadership Team</li> <li>Operational Leadership Team</li> <li>Product Leads</li> <li>Insights Manager</li> <li>Data product Owners</li> <li>Shared Service Technology</li> </ul> </li> </ul>
<p><b>External</b></p>	<ul style="list-style-type: none"> <li>Customer(s).</li> <li>External Suppliers.</li> <li>Specialist external consultancies and providers.</li> <li>Professional bodies.</li> <li>Industry stakeholders.</li> <li>Other miscellaneous stakeholders and suppliers.</li> </ul>

### Qualifications | Ngā Tohu Mātauranga

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>3+ years' experience in data engineering or a similar role within large and complex organisations.</li> <li>IT infrastructure or software development.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Outcome focus with the flexibility to adjust to multiple demands, shifting priorities and ambiguity.</li> <li>• A curious mindset.</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification related to information systems.</li> </ul>

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**Experience | Ngā Pukenga**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• DWH Design</li> <li>• ETL (Extract Transform &amp; Load) experience</li> <li>• SQL experience</li> <li>• SSRS experience</li> <li>• Dashboard development preferably using PowerBI</li> <li>• MS Office</li> <li>• O365 / MS Office</li> <li>• Data Integration</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Microsoft Fabric</li> <li>• C#</li> <li>• Java</li> <li>• DevOps</li> <li>• Test Driven development</li> <li>• Cloud compute</li> <li>• Understanding of digital security</li> <li>• 5 year experience</li> <li>• Relevant tertiary qualification</li> </ul>

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**Agreement | Whakaaetanga**

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

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**Disclaimer | Te Whakakape**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.