

Role Description

Data Administrator

Title	Data Administrator
Location	Manawatū
Reports to	Chief Operating Officer of the Pūhoro Charitable Trust
Direct Reports	Nil
Financial Delegation	Nil
Classification	Part-time, fixed term 12 months (22.5 hours per week)
Salary Band	S3: \$54,382.50 - \$74,882.50 per annum (Full-Time Equivalent). This role is part-time at 22.5 hours per week (0.6 FTE). Actual remuneration will be pro-rated accordingly, ranging from \$32,629.50 - \$44,929.50 per annum.

Purpose

The Data Administrator supports the maintenance, integrity, and effective use of Pūhoro data systems to enable high-quality programme delivery and reporting.

This is a developmental role designed to build capability in data management, reporting, and kaupapa Māori programme evaluation. The role provides foundational support in data entry, system upkeep, reporting, and validation of system-generated outputs (including AI-assisted outputs, while developing the technical and relational skills required to contribute more broadly to the Pūhoro program delivery.

Background

The purposes of the Pūhoro Charitable Trust include:

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- The advancement of education to build and develop the capability and capacity of taura Māori and rangatahi Māori to succeed and lead in STEM and an innovation focused Aotearoa.
 - Working with taura Māori, rangatahi Māori and whānau Māori to provide mentoring, tutoring, wānanga within culturally appropriate settings that value and support mātauranga Māori to flourish.
 - Establishing and maintaining quality strategic relationships with individuals, iwi, key organisations, and Government agencies in pursuit of promoting opportunities to provide better education for taura Māori and rangatahi Māori.
 - Undertaking other activities directly associated with the encouragement and better education of taura Māori and rangatahi Māori.
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Key Relationships

- Pou Tātari - Data Analyst
 - Human Resources
 - Finance
 - Kaihautū Team Members
 - Pūhoro Team
 - Students / Rangatahi
 - Whānau
 - STEM Tutors
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Accountabilities

System and Data Maintenance

- Perform accurate data entry into Pūhoro systems (including Salesforce and SharePoint).
 - Undertake routine data cleansing to maintain quality and consistency.
 - Review and validate system-generated outputs, including AI-assisted summaries, reports, and analytics, to ensure accuracy and alignment with Pūhoro data standards.
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- Ensure data is entered and maintained in accordance with defined processes, procedures, and timelines.
 - Maintain strict confidentiality and always uphold privacy obligations.

Reporting and AI Output Validation

- Generate routine internal reports (e.g., attendance, tutorial engagement, session participation).
- Assist with preparation of dashboards and reporting templates under supervision.
- Critically review AI-generated content (including summaries, dashboards, student insights, and draft reports) to ensure factual correctness, cultural appropriateness, and alignment with source data before circulation.

Programme Support and Development

- Collate mentoring (kaihautū) session and tutorial data.
- Support feedback collection from wānanga and other programme activities.
- Provide data-related support during reporting cycles.
- Development Pathway (First 6 Months and Beyond)
This is a growth-oriented role. Within six months, the expectation is that the Junior Data Analyst will:
Demonstrate confidence in core Pūhoro data systems and reporting processes.
- Attend and support at least one Pūhoro wānanga.
- Demonstrate initiative, ownership, and a growing understanding of the Pūhoro kaupapa

Collaboration

- Work closely with the Pou Tātari to understand and apply data systems effectively.
 - Engage respectfully with Kaihautū and Staff to ensure timely and accurate data capture.
 - Provide basic support and guidance to staff on data entry processes when required.
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Qualifications and Experience

Qualifications:

- No formal degree required.

Experience:

Mandatory:

- Demonstrated evidence of being technically capable (e.g., Excel, Google Sheets, digital tools, databases, or similar systems).
- Demonstrated ability to critically review digital outputs and identify inconsistencies or errors.

Desirable:

- Exposure to Salesforce, Power BI, AI-assisted tools, or similar data management systems.
 - Experience engaging with Māori communities, kaupapa Māori organisations, or iwi/hapū contexts.
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Capabilities

Communication

- Conducts discussions in a respectful manner, that are sincere and fully expressed.
 - Develops a clear, complete understanding of needs and problems through careful listening, probing, reflecting, and summarising.
 - Effective communication and relationship building.
 - Excellent verbal and written communication capability.
 - Ability to manage personal work environments competently and independently.
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Māori

Development

- Demonstrated experience working with Māori students.
 - Demonstrated experience working with whanau and iwi.
 - Experience working with Iwi / Māori.
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Capabilities

- Proficiency in using Microsoft Office applications and office management programmes.
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Problem Solving

- Uses varying problem-solving approaches and techniques as appropriate.
 - Develops alternative resolutions / successful resolutions to critical or wide-impact problems.
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- Organises potential problem-solvers and leads problem resolution efforts.
 - Contributes to standard practises for problem-solving approaches, tools, and processes.
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Teamwork

- Establishes and maintains an effective working relationship with each team member.
 - Shows and promotes respect for differences and diversity.
 - Learns and utilises special talents and work styles of team members.
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Pre-Employment Checks

Requirement to pass a Criminal and Traffic Convictions (Security) Check performed by the Ministry of Justice.
