

DAIRYNZ Position Description

Research Data Analyst

Position

Position Title: Research Data Analyst
Direct Report: Nil
Budget: Nil
Management Position: No

Reports to: Head of Data Science & Modelling
Career Level: Team member
Revenue: Nil
Delegated Authority: Nil

Purpose of DairyNZ

Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

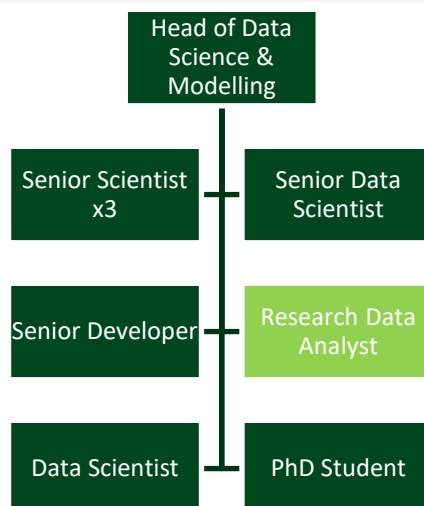
That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

To support the delivery of DairyNZ's research programmes, the role focuses on ensuring high-quality data and effective database management. By upholding strong data standards and systems, the position contributes directly to the success and impact of DairyNZ's research outcomes.

The role also contributes to the implementation of DairyNZ's Data Strategy by supporting data governance standards, improving data quality, and enabling efficient access to trusted research data for analysis and reporting.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Data and Information Management and support	• Work with Scientists and Technicians to identify data requirements • Ensure data is captured correctly and flows are monitored for integrity and completeness. • Manage the flow of data between databases • Review and validate data and data quality as required in order to provide confidence and credibility in reporting • Maintain clear documentation, metadata, and version control practices to ensure traceability and reproducibility of research data. • Ensure compliance with DairyNZ data governance, security, and privacy requirements. • Support continuous improvement and automation of data workflows to improve efficiency and reduce manual processing. • Identify and resolve data related issues • Proactively identify opportunities to streamline, automate, and modernise research data processes. • Assist in reconciliation work to investigate and resolve issues • Provide both routine and non-routine data extractions and aggregations • Collate data and apply appropriate statistical or analytical techniques to support research outcomes. • Develop reproducible analytical workflows using R and related tools. • Support interpretation and presentation of analytical results in collaboration with Scientists. • Deliver validated and documented datasets to agreed timelines and quality standards. • Improve data integrity, accessibility, and usability across research programmes. • Assist others in the team as required

Computer Coding	• Construction and coding of reports using automated authoring frameworks (e.g. R Markdown) • Utilise databases and data warehouses (e.g. Snowflake, GitHub) • Support development of data visualisations or dashboards where required (e.g. R Shiny, Power BI or equivalent tools). • Contribute to structured data pipeline development and integration where relevant.
Knowledge Transfer	• Shares information, knowledge, and expertise to facilitate DairyNZ success. • Actively participate in cross-functional project teams to ensure data requirements are understood and delivered. • Contribute to building data capability and literacy within research teams. • Maintains an active involvement in the wider research communities. • Impart technical information to other team members • Train and guide other DairyNZ employees to agreed Standard Operating Procedures in the relevant technical skills and / or procedures.
How We Work	• Support DairyNZ values and principles: Working Together, Leadership, Trusted, Results Focussed. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standards. • Comply with biosecurity and farm safety protocols when undertaking field-based research support.

Key relationships

Internal	External
Science and Science Support teams	Research providers
Economics, NZAEL and DairyBase teams	Rural professionals
DairyNZ staff	Farmers

Qualifications and experience

Essential	Preferred
Bachelor's degree in a relevant discipline (Agri Science, Animal Science, Data Science, Statistics or related field)	Postgraduate qualification
Strong understanding of the dairy science context and experience in utilising research and/or agricultural data	Experience working with large or complex datasets.
Experience in using and managing relational databases and data warehouses	Working knowledge of R.

Job specific & technical competencies

Category	Descriptor/Evidence
INDUSTRY KNOWLEDGE	Understands and maintains knowledge of the full range of domestic and international issues impacting on New Zealand's Dairy industry; Understanding of key legislative and regulatory requirements relevant to the Dairy industry; gains, maintains and builds on key relationships across the dairy industry to aid reliable information sources.
PERSEVERANCE	Pursues everything with energy, drive and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
COMMUNICATION	Is able to write clearly and succinctly in a variety of communication settings and styles'; can get messages across that have the desired effect.
IT LITERACY	Capable of utilising all of MS Office suite and required programmes at DairyNZ to develop and deliver documentation and reporting of the required standard.
TECHNICAL LEARNING	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.
PLANNING	Actively plans to deliver tasks and project activity to milestones/deadlines, anticipates and adjusts for problems and roadblocks.
LEARNING ON THE FLY	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.

TIME MANAGEMENT	Uses their time effectively and efficiently; values times; concentrates their efforts on more important priorities.
ATTENTION TO DETAIL / DATA RECORDING	Is thorough in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organises time and resources efficiently. Checks for accuracy, maintains consistently high standards, including using resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it. Carefully monitors the details and quality of own and others' work. Expresses concern that things be done right, thoroughly, or precisely. Completes all work according to procedures and standards.

Career level competencies – Team Member

Competency	Descriptor/Evidence
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.
PRIORITY SETTING	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
DRIVE FOR RESULTS	Can be counted on to deliver goals successfully; is constantly and consistently striving to achieve; very bottom-line/results oriented; steadfastly pushes self and others for results.