RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	**Transformation Coordinator**
LOCATION	Tokoroa – flexibility for hybrid role for the right candidate
REPORTS TO	Transformation Lead
DIRECT REPORTS	Nil
PURPOSE OF POSITION	The Transformation Coordinator is responsible for ensuring the accuracy, consistency, and reliability of data across the organization. This role involves supporting data quality checks, managing metadata, supporting data governance initiatives, and providing analysis and reporting to support strategic decisions. This will include supporting the development, implementation and continuation of the data and digital strategy. They will be responsible for supporting the data governance committee made up of data stewards from across Raukawa to develop policies and procedures and provide administrative support. The role will also be responsible for supporting data analysis projects that cross multiple groups, or involve external stakeholders, that use the data contained within the Raukawa data repository.
RCT VISION	**Raukawa kia mau, kia ora** - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
RCT VALUES	**Tika** – working with integrity **Pono** – working toward the vision/genuine intent **Aroha** – compassion and regard for others

RELATIONSHIPS	
Internal • Transformation Team • Data Governance Group • Data Governance Subcommittee • Data Stewards • RCT Staff • Trustees	**External** • Data sharing partners • Third party digital service providers • External iwi data analysts

AUTHORITIES
None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Data Quality and Integrity	• Lead regular data quality checks and validation processes • Identify and correct inaccurate or inconsistent data • Drive initiatives to improve overall data quality and reliability • Manage and maintain metadata tags for accurate data classification • Oversee digital archiving and secure disposal of outdated information • Ensure consistent folder structures and naming conventions are followed • Maintain audit logs and ensure data lineage is traceable and compliant
Data Governance Administration	• Assist in developing data policies and strategies to support strong data governance • Help create compliance tools, procedures, and templates • Support training initiatives related to data governance • Provide administrative support to the data governance team • Assist with onboarding and guiding data stewards • Contribute to the development of Data and Digital Strategies, and support the rollout and implementation.
Analysis and reporting	• Create reports and dashboards to support data sharing and transparency • Build custom queries and data visualisations as needed • Train new staff on how to use and navigate the data infrastructure • Support data analysis projects using big data, machine learning, and AI to support strategic decisions • Assist with system and data audits to ensure accuracy and compliance • Manage user access, permissions, and data restrictions within the central data system
Health & Safety	• Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that they always work safely and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace. • Participate in Health & Safety related training.
Team Support	• Attend monthly RCT staff hui and other team hui. • Actively contribute to the development of the Transformation Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture.
Training	• Take the initiative to identify training and development opportunities for oneself. • Engage in relevant professional development activities. • Attend and participate in team and staff hui.
Additional Tasks	• Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.

	• In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response, but which may not be related to this position. • Supporting other Transformation projects and providing data advisory for internal projects.

POSITION REQUIREMENTS

Relevant Skills:

- Ability to clearly interpret and explain technical information to a range of audiences
- Strong time management and organisational skills
- Excellent communication skills for training staff and supporting data literacy
- Experience in writing queries (e.g., SQL), building dashboards (e.g., Power BI, Tableau), and creating data visualisations
- Experience with big data tools, machine learning, and AI to support strategic insights
- Preferred Diploma or Degree in Data Analytics, Database Management, or a related field
- Intermediate to advanced skills in Microsoft Excel (e.g., pivot tables, VLOOKUP, macros)

Relevant Experience:

- Previous experience in a data analyst, data steward, or similar role
- Practical experience with data quality processes and tools
- Familiarity with metadata management and digital archiving practices
- Involvement in data governance projects or initiatives
- Exposure to advanced analytics, including AI and machine learning
- Understanding of ICT systems and experience supporting strategy implementation
- Experience delivering user training and support in data-related systems

The below items are mandatory for all positions

- Understands the tikanga o Raukawa, and a basic understanding of Te Reo.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license
- Experience working with Iwi/Maori organisations is desirable

JOB DESCRIPTION CREATED / UPDATED

Date: 26th June 2025

SIGNATURES

On behalf of Raukawa Charitable Trust:

_____   _____/_____/_____
(Signature)   *(Date)*

Employee:

_____   _____/_____/_____
(Signature)   *(Date)*