



Position description
Data Analyst

About the Wise Group and Wise Management Services

The Wise Group is one of the largest non-government providers in Aotearoa New Zealand. We are a family of charitable entities, all linked by a common dream – to create new opportunities for the wellbeing of people, vulnerable populations, organisations, and communities.

Wise Management Services is the engine room of the Wise Group. We provide the shared service function allows other Wise Group organisations to focus on what they do best – working to transform lives.

Position

Team: Information Services

Reports to: Apps and Data Team Lead

Location: Hamilton

Key relationships: Data Engineer, Business Improvement Analysts, System Analysts, Internal Customers.

Purpose of this position

Support entities across the Wise Group to improve how they work through the smart use of data.

Work in the Apps and Data team, and alongside the Business Improvement team to provide data analysis to large and small projects that are shaping solutions using off-the-shelf and in-house software.

Key tasks include design and delivery of reports, data visualisations, data ingest and transformation, technical documentation, and serving as a data subject matter expert.

Recognise the culture, diversity and capability of our stakeholders, and work alongside them to remove their operational pain points, delivering experiences and improvements that delight.

Key responsibilities

Data analysis and insight

Use analytical skills and techniques to explore data, uncover patterns, and support informed decision-making. You'll investigate issues, interpret findings, and work with others to make sense of what the data shows.

Collaboration and solution design

Work closely with team members and internal stakeholders to understand their needs. Explore available data and system options, provide advice, and recommend solutions that are practical and well-aligned with user and organisational goals.

Reporting and visualisation

Create clear, useful reports and visualisations that support the systems and processes we're implementing. Where needed, extract data from source systems, transform it, and document the work so it can be understood and reused.

User experience and design

Use UX and Agile approaches to co-design solutions that are intuitive and easy to use. Ensure every product or report is built with the end user in mind, and that the experience is as important as the functionality.

People-focused delivery

Keep people at the heart of all your work. Take time to understand user needs, and ensure that solutions are meaningful, usable, and create real value for the people who rely on them.

Expertise and support

Be the expert on the systems and tools you help develop. Understand how your solutions support business processes, and provide guidance or troubleshooting support when needs change or issues arise.

Make work a source of wellbeing.

Treat everyone in our workplace fairly, equally and with respect. Actively seek out, draw upon and value the different knowledge, perspectives, experiences, and styles present in our workplace.

Attributes

Analytical. Thinks deeply, quickly understands complex problems, and seeks to uncover the root causes.

Problem solver. Identifies smart, practical solutions. Brings clarity to complexity.

Communicator. Able to engage across the business and communicate clearly with technical and non-technical audiences.

Vision and strategy. Forward-thinking, can see the big picture as well as the detail. Aligns work with broader outcomes.

Customer focussed. Builds strong relationships, understands stakeholder needs, and champions continuous improvement.

Proactive and reliable. Takes ownership, follows through, and consistently delivers results..

Requirements

Essential

- A relevant tertiary qualification, and a commitment to continuous learning.
- Hands-on experience using Power BI to design reports and visualisations.
- Proficient in Power Query, DAX, and SQL for accessing and transforming data.
- Experience with data modelling and working with databases.
- Exposure to software development, administration, or support environments.
- Strong problem-solving skills and a creative, solution-focused mindset.
- Confident working with others to share ideas and influence outcomes.

Preferred

- Experience with Azure Data Factory or similar data pipeline tools.
- Understanding of the New Zealand health sector, especially the community and non-government space.
- Familiarity with UX, Design Thinking, or other human-centred design approaches.
- Knowledge of Agile or Scrum methodologies.
- Comfortable presenting to stakeholders or facilitating discussions.
- Experience in a role requiring a high degree of autonomy, creativity, and initiative.