



**SOUTHLAND**  
DISTRICT COUNCIL

**POSITION DESCRIPTION**

**Data Entry Technician**

# Data Entry Technician

## Manager

- data management technician

## Responsible for

- no direct reports

## Purpose of the role

- work with the wider water and waste team to manage and improve data capture and quality to ensure that a complete and current picture of three water network assets performance and condition information is available to the organisation.



# OUR VALUES

## CREATING OPPORTUNITIES

**Strive for continuous improvement**

**Embrace change, see it as an opportunity**

**Seek to learn**

**Question the status quo**

## TAKING OWNERSHIP

**Deliver on promises**

Do what you say  
Walk the talk

**Own mistakes and learn from them**

Be up front

**Do the right thing at the right time**

Be solution focused

## WORKING TOGETHER

**Demonstrate honest, open and appropriate communication**

Open to feedback  
Actively listening  
Courageous conversations

**Respecting each other**

Supporting  
Treating fairly  
Recognising needs

**Building and maintaining relationships**

**Sharing knowledge and expertise**

## BEING PROUD TO BELONG

**Have a sense of belonging to SDC and the community**

**Have enthusiasm for Southland**

**Wanting the best for Southland**

**Be proud of what you do and how you do it**

# OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.





# KEY RELATIONSHIPS

*Who does the job holder work for or interact with?*

## Internal Relationships

- all staff
- elected members

## External Relationships

- contractors and service providers
- regulators and other councils
- members of public / ratepayers

# KEY ACCOUNTABILITIES

*The key responsibilities are provided as a guide only.*

*Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.*

- ensure all customer service requests are received and actioned promptly and dealt with in a polite and courteous manner
- ensure timely and accurate entry of data to IPS and Pathway
- co-ordinate projects as specified by asset managers
- run routine reports to ensure action and follow up of queries
- assist with QA checking of water and waste asset data
- ensure all processes are pro-mapped and reviewed regularly
- seek opportunities for delivering business and system improvement initiatives for the team
- proactively contribute ideas and demonstrate a positive attitude that enhances the team and organisational culture
- portray a professional and positive attitude to all customers (both internal and external).







# ORGANISATIONAL ACCOUNTABILITIES

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- Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.
- Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
- Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family
- Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.
- Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

# EDUCATION & QUALIFICATION

- suitable IT or business related qualification

# KNOWLEDGE EXPERIENCE & SKILLS

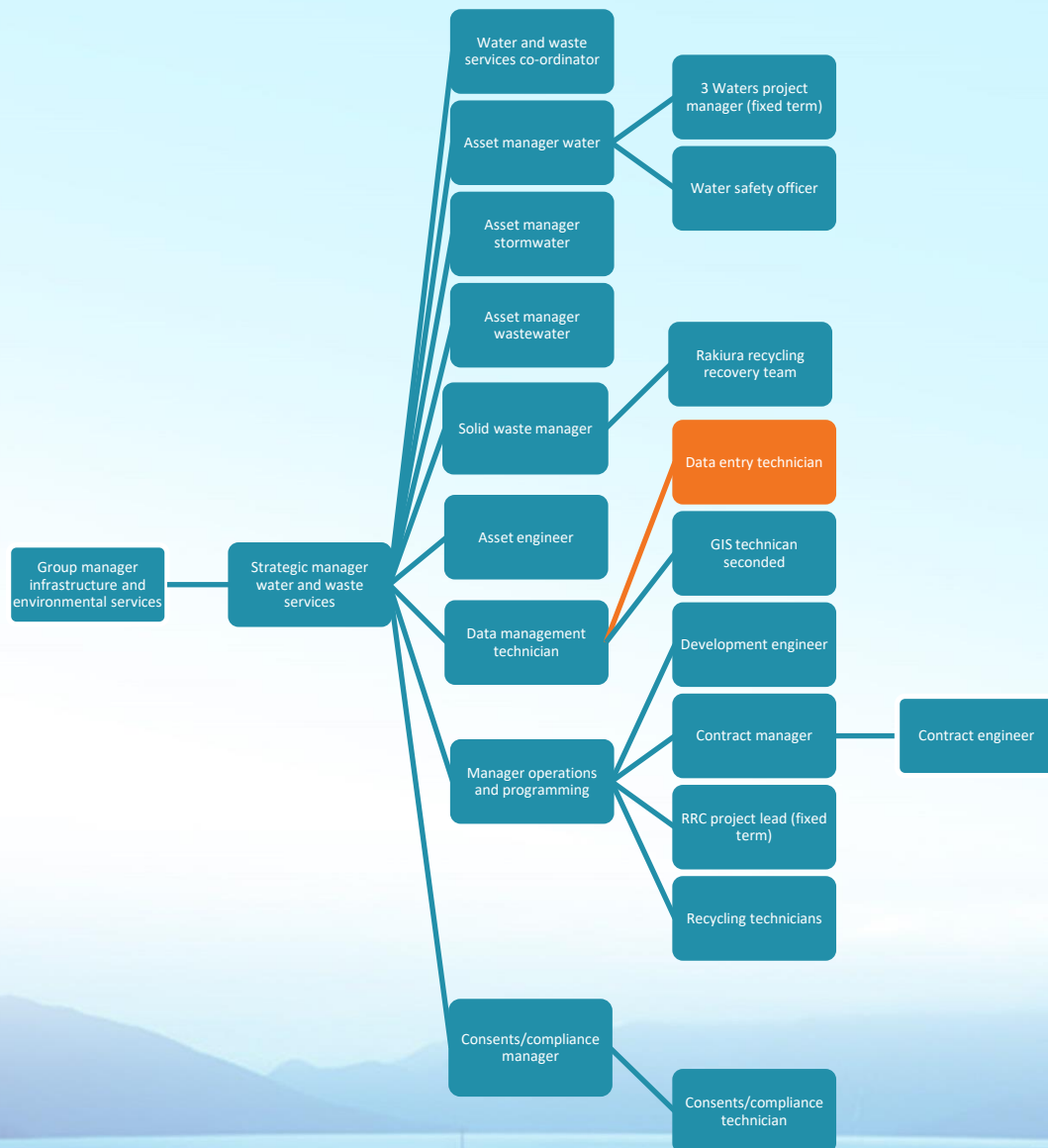
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- two to three years data management experience
- high level of professionalism, ability to project organisational credibility through thinking on your feet to resolves issues
- attention to detail with a high level of accuracy
- ability to efficiently and effectively deliver work within tight deadlines
- excellent written and oral communication skills
- strong IT literacy with a system orientation and comfortable in technology environments including IPS and preferably working knowledge of GIS
- confident user of the Microsoft Office suite including desktop publishing, PowerPoint presentations, electronic diary management and email
- ability to organise and prioritise work
- focus on continuous improvement – creating innovative solutions
- ability to work with a minimum of supervision.



# STRUCTURE

*Where does my role fit?*



# AGREED BY

JOB HOLDER: \_\_\_\_\_

CHIEF EXECUTIVE: \_\_\_\_\_

DATE: \_\_\_\_\_





# **LEADING THE WAY**

