



PROJECTS & DATA ANALYST

REPORTS TO	Head of Strategy & Insights
HOURS Per Week	24
DIRECT REPORTS	Nil

Position Summary

The Projects & Data Analyst is a new position to support the Head of Strategy & Insights to assist in the regular analysis and delivery of research and data that informs the TBOP team and industry. This is a critical role in the organisation and will help inform strategic direction and decision making.

The role will help with reporting of various performance measures and outcomes across the organisation. Alongside the Head of Strategy & Insights this role will be responsible for setting up key monitoring dashboards and other related tools to create efficiencies in monitoring and reporting across the organisation and in the delivery of various projects.

Relationship Expectation

- As a member of the TBOP Team, the Projects & Data Analyst is expected to work in a cohesive, timely and effective manner in the delivery of activities and programmes requested of them.
- The role is also expected to help Tourism Bay of Plenty to actively embrace a shared working environment that celebrates success, encourages learning and innovation, and promotes our core team values and a positive work/life balance.
- The Projects & Data Analyst will work closely with the Head of Strategy & Insights.

Key Areas of Responsibility

- To actively embrace a shared working environment that celebrates success, encourages learning and innovation, and promotes our core team values and a positive work/life balance.
- To undertake and complete such tasks and projects as directed by the Head of Strategy & Insights as part of providing a proficient level of support to the TBOP team and its stakeholders.
- To help with planning the research and insights programme to ensure insights to meet internal and external needs.
- To determine the appropriate methods, definitions and best practices that will yield accurate, reliable, and credible results for measuring performance across the organisation.
- To analyse, synthesise, and extract insight from research serving any team within the organisation as well as external stakeholders where appropriate.
- To analyse and process data and help to understand and report on the impact of tourism on the economy, environment, and society.
- To support the Head of Strategy & Insights to effectively communicate data, insights and strategy to Tourism Bay of Plenty's strategic partners and other stakeholders.