Position Description

Title:	Project Data Analyst	Reports To:	Online Collections Information and Partnerships Manager
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	Fixed term 1.0 FTE	Date:	January 2026

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand's largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand's oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

Auckland War Memorial Museum Tāmaki Paenga Hira protects and cares for approximately 6 million objects in collections that have been built over 170 years. The collections range from Documentary Heritage material to Human History objects and Natural Sciences specimens, each telling a story that helps interpret, understand, and illuminate the history of Aotearoa and its people.

This position is within the Collection Information and Access department, which is part of the Collections and Research directorate. The role and contribution of this team are at the heart of Auckland Museum's priorities outlined in the Five-Year Strategy, making Auckland Museum's collections available onsite, offsite and online.

Auckland Museum is undertaking an exciting new digital infrastructure project, developing a new API for its two main online access platforms Online Cenotaph and Collections Online. This full-time, one-year, contract position will support the team working on this project.

The Data Analyst will play a key role in preparing, validating, and optimising museum collection data for integration into the new Collections Online API. This role will focus on data cleaning, export, ingestion, and testing processes, working closely with Museum staff to ensure accuracy, consistency, and adherence to best practice in data management. The position will also support partner data export mapping and quality assurance to ensure the API delivers high-quality, reliable information to users and partners.

The purpose of this role:
- Vernon CMS data cleaning projects as required for Collections Online and Online Cenotaph
- Support Museum staff with export of collection data from Vernon CMS
- Support Museum staff with ingest of collection data to the new API
- Support Museum staff with testing of display and accuracy of data ingested into the new API
- Support Museum staff with mapping and testing collection data partner export functionality
- To ensure best practice is adhered to for data management throughout the course of the project.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Data cleaning & preparation	• Work with project staff to plan and execute data quality checks and undertake necessary data cleaning. • Conduct data quality checks and review outputs. • Prioritise and perform cleaning tasks in Vernon CMS to support the preparation of collection data for export to Collections Online and Online Cenotaph.
Data export & ingest	• Manage the export of collection data from Vernon CMS for ingest into the new Collections Online API.
Testing & quality assurance	• Test ingested data for display accuracy, completeness, and alignment with data mapping requirements. • Work with the project team to resolve any issues with collection data or imagery on Collections Online and Online Cenotaph after new API is live.
Digital partner mapping	• Coordinate and review the collections data mapping on partner platforms. • Plan, test and validate collection data exports for partner platforms.
Post project support	• Support Collections staff with diagnosing any data issues post API launch. • Support Collections staff to resolve any data issues post API launch.
Data management best practice	• Participate in and co-operate with the project team to assist in the delivery of the Online Collections Redevelopment Project. • Apply and promote museum and industry standards for data integrity, version control, and documentation throughout the project.

Important Relationships

External:
- Online Collections redevelopment vendors
- Digital partners

Internal:
- Collections Data Analysts
- Collections and Research Staff.
- Wider Museum staff as required

Our Expectations of our People

Ensure a healthy and safe work environment
- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness
- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability
- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment
- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic –** Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred –** Creating memorable positive experiences for each other and our audiences
- **Respectful –** Honouring each other, valuing our differences
- **Connected –** Connected to each other, our work, and our communities
- **Growth Mindset –** We treat challenges as opportunities

Core Competencies Required

Generosity
- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred
- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism
- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected
- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful
- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable
- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive
- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Problem Solving (Systems Thinking)
- Uses rigorous logic and methods to solve difficult problems with effective solutions.

Drive for Results (Big Picture)
- Compares day-to-day tasks to the bigger picture to ensure that their efforts contribute to the Museum's strategic priorities.

Approachability (Empathy)

- Is easy to approach and talk to, build rapport well and considers the effect that business decisions have on people.

Creativity (Curiosity)
- Engages deeply in their work, generates new ideas and shares those ideas with others.

Peer Relationships (Connected to each other)
- Develops positive and trusting relationships with people characterized by openness and integrity.

Skills & Experience Required for this Role

Success in this role requires the following foundations.
- Tertiary qualification in related field is desirable eg. Stats, Math, Computer Science, IT, Data or Business Analytics.
- Methodical and accurate approach with attention to detail
- Proven strong problem-solving and critical thinking skills
- Sound knowledge of and experience with databases and data management
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Exposure to the following would be advantageous:
  - Vernon Collection Management System
  - Open Refine
  - Open APIs
- An understanding of linked data, open access and big data is desirable

Personal Attributes Required for this Role

Success in this role requires the following attributes.
- Curious: asking a lot of questions, not accepting the obvious, loving research
- Empathetic: listening carefully, taking notes
- Flexible: Delivering appropriately, understanding constraints

He Oranga Tangata ka ao

Enriching lives. Inspiring discoveries