JOB DESCRIPTION

POSITION: Data Scientist
REPORT TO: Holly Trowland

Behold your Job Description! It's important we all have one of these so we know what we should be tending on the DOT ship. This takes nothing away from your ability to think outside of the square to solve problems and seek new opportunities, which is really the job description of us all.

Before we start, it's important to remember who we are, what we're doing here and what we're all trying to collectively build:

The DOT Purpose - To make the power of data available and accessible to all thereby enabling our customers to create value within their organisations.

The DOT Mission - To forever change the way people look at data.

The DOT Vision - To stand shoulder to shoulder alongside companies like Xero and Weta, as one of the most forward thinking, super smart and internationally sought after New Zealand companies.

Onto life as a DOT Data Scientist

Data Scientists are critical to the execution of DOT's strategy, and ensuring data-driven outputs are rigorous, robust and support DOT's philosophy of: Smart, Simple and Beautiful, as we embark on our mission to forever change the way people look at data.

The role of a data scientist at DOT is multifaceted: they must understand how to integrate multiple systems and data sets. They must be able to ask relevant questions on any given dataset (whether large or small), then provide practical answers using a range of analytical techniques. These results or insights must then be clearly and effectively presented, either verbally or in writing.

DATA: The data scientist needs to be able to link and combine distinctive data sets to discover new insights. This often requires connecting different types of data sets in

different forms as well as being able to work with potentially incomplete data sources and cleaning data to ensure that data is fit for purpose.

QUESTIONS: In addition the data scientist needs to be very curious, diving deep into the material to find an answer to a yet unknown question. They need to be a thinker who can ask the right (business) questions. They need to be confident and self-secure as they more often than not will have to deal with situations where there is a lot unknown.

ANSWERS: After finding interesting questions, the data scientist must be able to answer them. Finding these answers requires a knowledge of statistics, machine learning, and data mining tools as well as business strategy skills to implement the necessary algorithms to find practical answers. If required tools\algorithms are unavailable, then the data scientist must be capable of learning and\or implementing new tools quickly. As a consequence, it is essential to know statistical programming and\or computer science fundamentals, including experience with analytical tools, languages and database technologies such as SAS, R, Python and PostgreSQL.

COMMUNICATION: Importantly, any analysis should be effectively communicated to interested audiences. This includes being able to visualize the data or results. The data scientist should be well-versed in communicating their findings, either in report form, orally and\or visually. This includes the design and build of interactive tools.

As data touches the privacy of consumers, they need to have a set of ethical responsibilities and adhere to New Zealand's privacy compliance policies.

Responsibilities:

- Drive the collection of new data and the refinement of existing data sources
- Connecting different types of data in different forms, work with potentially incomplete data sources and clean data sets to be able to use them for analysis
- Work closely with interested parties, to identify and answer important questions from data
- Answer data-driven questions by using appropriate analytics techniques on available data
- Develop, test and communicate improved analytical techniques
- Analyse and interpret the results of analyses
- Communicate findings to interested parties
- Design and develop client and DOT owned products using Power BI or other appropriate interactive tools that allow for dynamic interrogation of data
- Monitor and maintain online products and tools. This includes helping to develop training materials to better understand and maximise the outputs.

As part of the DOT team you will:

- Collaborate with team members and clients to solve complex data problems and provide fit for purpose solutions.
- Participate in individual and whole staff professional development to upskill, share knowledge and innovative ideas.

- Adhere to DOT's company-wide policies around job processes, data security, privacy, health and safety, ethical conduct etc.
- Prioritise tasks to forward DOT's mission

Skills required:

- Extensive experience solving analytical problems using quantitative approaches
- Expert knowledge of an analytics tool such as R, python, or SAS
- Ability to transform data results into an interactive tool using Power BI
- Comfort manipulating and analysing complex, high-volume, high-dimensionality data from varying sources
- A strong passion for empirical research and for answering hard questions with data
- A flexible analytic approach that allows for results at varying levels of precision
- Ability to communicate complex quantitative analysis in a clear, precise, and actionable manner
- Familiarity with relational databases and SQL
- Effective time management and time keeping to help deliver projects on time and on budget
- Ability to work autonomously