UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE: Data Integrity Coordinator
DEPARTMENT: Transformation and Improvement
SCHOOL / DIVISION: Operations
REPORTS TO: Digital Learning Environment Programme Manager
DIRECT REPORTS (FTE):   Nil
INDIRECT REPORTS (FTE): Nil

1. PRIMARY PURPOSE OF THE ROLE:

Provide coordination and oversight to ensure the integrity, accuracy, and consistency of data during the implementation and operational transition of the new Curriculum Management System (CMS). This fixed-term position supports the CMS Project and ensures alignment of data with organisational standards and student experience requirements.

2. ACCOUNTABILITIES:

Data Testing, Migration, and Validation:
- Undertake thorough testing of CMS system and related components.
- Assist with data extraction, migration, and validation processes to ensure accurate transfer into the new CMS.
- Support the structure build within CMS to reflect operational requirements.
- Track and monitor data changes throughout the project implementation.

Data Management and Integrity:
- Maintain accurate and up-to-date records directly within CMS and Digital Experience Platform (DXP) systems.
- Coordinate the timing of data updates and facilitate updates to existing systems (Web, SITS).
- Ensure all data is correctly formatted, validated, and decommissioned/disposed of according to organisational, contractual, and regulatory requirements.

Stakeholder Engagement and Collaboration
- Engage with Te Tiriti Partnerships and Priority Groups to ensure inclusive consideration of academic and student requirements.
- Other relevant tasks as required.
- Work collaboratively with project teams, academic staff, and administrative teams to ensure data integrity is maintained across all systems.
- Provide guidance and support to colleagues on data processes and standards.

Systems Support and Continuous Improvement
- Identify opportunities to streamline processes and enhance the accuracy and reliability of data management practices.
- Contribute to the development of procedures, documentation, and best practice guidelines for CMS and associated systems.
- Undertake other relevant project tasks as required to support the successful implementation of CMS.

3. KEY RELATIONSHIPS:

Internal:
- Project Manager and Members of the Curriculum Management System project.
- Manager Timetables and team.
- DSA and Academic staff in academic departments.
- Colleagues across Student Experience.
- Embedded Academic Specialists.
- Web team.
- Application Support team.
- Student Finance.
- Te Tiriti Partnerships and Priority Groups.

4. QUALIFICATIONS s EXPERIENCE:

Essential:
- Tertiary qualification or equivalent body of knowledge appropriate to the role.
- Proven customer service experience, including the ability to work professionally and courteously with a wide variety of people.
- Strong attention to detail with a commitment to maintaining accuracy and integrity in data handling.
- Ability to work independently, as well as collaboratively in a team environment.
- Sound organisational skills, with the ability to prioritise tasks and maintain deadlines under pressure.

Preferred:
- Experience studying or working at a New Zealand tertiary institution.
- Experience using web management systems or web platforms.
- Familiarity with student management systems, CRM systems, or related applications.
- Understanding of Māori Data Sovereignty principles and their application to tertiary education data.

5. TECHNICAL SKILLS s KNOWLEDGE:

Essential:
- Proficiency in HTML editing and content management for web systems.
- Strong written communication, proofreading, and editing skills.
- Proficiency in Microsoft Office skills, particularly Excel, well-developed keyboard and word-processing skills.
- Understanding of data analysis, transformation and formatting principles.
- Awareness of information systems and digital platforms relevant to data management.
- Knowledge of tertiary education academic programme/course regulations and policies.

Preferred:
- Experience with eVision, CMS, or DXP platforms.
- Knowledge of university and government regulations related to tertiary education programmes.
- Practical experience with Curriculum Management Systems and digital content platforms.

6. SPECIAL REQUIREMENTS:

- Extended annual leave may not be approved during peak work periods.
- This role will be co-located with the Timetables team and the CMS Project team and Systems Applications teams as required.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil.

8. PAE TATA & MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to Te Tiriti as articulated in Pae Tata and the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH s SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role- modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.