



Digital Systems BI Developer – Job Description

Position Title – Digital Systems BI Developer					
Based	Christchurch				
Reports to	GM – Digital Systems				
Direct Reports	None				
Overall Purpose	<p>The Digital Systems BI Developer is responsible for ensuring that Seasons Best's data is accurate, consistent, and accessible to support effective decision-making and operational performance.</p> <p>The role focuses on implementing fit for purpose reporting, improving data quality across core systems, resolving fragmentation and duplication, and enabling practical, usable reporting. It is a hands-on role, directly delivering data solutions while working with external vendors and support partners where additional capability is required.</p>				
Relationships	<table border="1"> <tbody> <tr> <td>Internal</td> <td> GM – Digital Systems Infrastructure Lead Business stakeholders across Operations, Supply Chain, Finance, Sales and Planning Site leadership at Ashburton </td> </tr> <tr> <td>External</td> <td> Data platform providers and reporting tool vendors Database and analytics partners External consultants supporting data and reporting initiatives System vendors where data structures and reporting are impacted </td> </tr> </tbody> </table>	Internal	GM – Digital Systems Infrastructure Lead Business stakeholders across Operations, Supply Chain, Finance, Sales and Planning Site leadership at Ashburton	External	Data platform providers and reporting tool vendors Database and analytics partners External consultants supporting data and reporting initiatives System vendors where data structures and reporting are impacted
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Delegated Authority	<p>None (no DFA responsibilities).</p> <p>The role operates with defined accountability for data outcomes but does not hold formal delegated financial or people authority.</p>				

Key Accountabilities	
Areas of Responsibility	<ul style="list-style-type: none"> Develop, build and maintain Seasons Best Power BI reports, data models, datasets, and report outputs

Key Accountabilities	
	<ul style="list-style-type: none"> • Works towards measuring, and ensuring data, data pipelines and flows are accurate, reliable, and aligned with business needs • Provide hands-on resolution of data issues impacting reporting and operations • Work with external providers to design and deliver data solutions where required
General	<ul style="list-style-type: none"> • Act as the primary point of accountability for reporting and data reliability and usability • Ensure data is practical and usable for business decision-making, not just technically correct • Maintain clear visibility of data risks, gaps, and inconsistencies • Contribute to prioritisation and delivery of Seasons Best Digital Systems initiatives • Maintain appropriate documentation of data structures and key datasets
Overlapping Duties	<ul style="list-style-type: none"> • Work with Infrastructure Lead to ensure data platforms are stable and well supported • Support business systems improvements where data quality or reporting issues are identified • Collaborate with vendors where data remediation or restructuring is required
System and Reporting	<ul style="list-style-type: none"> • Ensure data pipelines and reporting processes are monitored and reliable • Report on data quality, consistency, and risks to the GM – Digital Systems • Maintain visibility of key datasets, definitions, and reporting logic • Support development of reporting outputs that are clear and usable for the business • Track and report on improvements in data quality over time
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Ensure data systems are designed, maintained and operated to support safe, reliable and compliant site operations • Take accountability for managing data-related risks and ensuring appropriate controls are in place and effective. • Proactively identify, assess and escalate risks that could impact the safety of people, plant or production environments. • Work closely with site teams to ensure safe interactions with systems, networks and plant environments. Promote and reinforce a safety-first culture through leadership, proactive communication, and continuous improvement
Other	<ul style="list-style-type: none"> • Contribute to Seasons Best Digital Systems strategy and roadmap development • Support audits, compliance activities, and data-related reviews • Stay current with data platforms, reporting tools, and best practices • Undertake additional duties as reasonably required

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	<ul style="list-style-type: none"> • 5+ years of proven experience in data, reporting, or analytics roles • Experience working with business systems data (e.g. ERP, MES, planning systems) • Experience building and managing datasets, reporting, and data pipelines • Experience working with external vendors and technical partners • Experience in manufacturing or production environments (preferred)
Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of data structures, datasets, and reporting concepts • Ability to identify and resolve data quality and consistency issues

Knowledge, Skills and Personal Qualities

	<ul style="list-style-type: none">• Experience working with reporting tools and data platforms• Understanding of data integration and system dependencies• Strong analytical and problem-solving capability• Ability to translate business requirements into practical data outputs
Personal Attributes	<ul style="list-style-type: none">• Hands-on and delivery-focused approach• Strong ownership and accountability for outcomes• Pragmatic, solution-oriented mindset• Ability to work independently without direct team support• Clear communicator with both technical and non-technical stakeholders• Structured and methodical approach to managing data challenges

Key Performance Indicators (KPIs)

These KPIs are indicative for the purpose of this Job Description, and will be confirmed upon starting with Seasons Best, and done in conjunction with the General Manager – Digital Systems

- Improvement in data quality and consistency across systems
- Reduction in manual data workarounds and duplicated data
- Reliability and accuracy of reporting outputs
- Timeliness of data issue resolution
- Increased confidence and usability of data for business decision-making

Name		Date	
Signed			