

# Operations / Asset Analyst



*The Operations / Asset Analyst is responsible for monitoring and managing Information Technology Asset Management (ITAM) at GNS. The Analyst monitors cloud usage and expenses and manages the technology asset register to ensure optimal efficiency and compliance of technology assets across GNS. This role is critical to identifying cost-saving opportunities, supporting budget planning, cost-effective cloud operations.*

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|-------------------------|----------------------------------|
| <b>Reports to:</b>      | IT Services Manager              |
| <b>Department:</b>      | Digital, Systems and Information |
| <b>Group:</b>           | Business Services                |
| <b>Employment Type:</b> | Permanent                        |
| <b>Location:</b>        | Avalon                           |
| <b>Direct reports:</b>  | Nil                              |
| <b>Budget:</b>          | Nil                              |
| <b>Career Path:</b>     | Specialist                       |
| <b>Job Family:</b>      | Operations, Data and Technology  |
| <b>Career Step:</b>     | 7                                |
| <b>Date:</b>            | September 2024                   |

## Position priorities and responsibilities

### Cloud Usage Optimisation

- Monitor and report on cloud usage against budget and forecast.
- Analyse cloud data to identify trends and potential cost-saving opportunities and create optimisation recommendations for consideration.
- Create reports, dashboards, and alerts to track spending and usage trends, and show potential impacts of cost optimisations.
- Develop data pipelines, visualisations, metrics, and enterprise dashboards using automated solutions, to centralise information relating to cloud consumption within GNS.
- Collaborate with the Platforms & Infrastructure Team to understand cloud business processes and cost drivers to ensure cloud services are optimised.
- Work with technical teams (both internal and external) to ensure proper tagging and allocation of cloud resources for accurate cost tracking and reporting.
- Monitor cloud consumption and resource efficiency across accounts, report violations, anomalies or unplanned spikes, and develop recommendations and collaborate with teams to implement improvements.

## Asset Management

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- Manage and oversee the Digital, Systems and Information (DS&I) asset register to maximise the efficiency and lifecycle of all technology assets, focusing on cost control, risk, and compliance.
- Ensure accurate tracking and reporting of asset usage and performance.
- Liaise with relevant stakeholders to ensure alignment with financial and operational goals.
- Manage the asset lifecycle of GNS' IT assets, by ensuring appropriate licensing is in place, conducting asset reconciliations and audits, and managing assets from provision through to retirement and disposal.
- Stay abreast of new technology or practices in IT asset management.
- Lead continuous improvement of IT asset management at GNS and promote its importance to the organisation.
- Conduct regular audits and reconciliations, producing reports to highlight any gaps or risks.
- Assist in managing software usage and procedures to ensure they are up to date and fit for purpose.
- Manage software entitlement ensuring all inventories and changes are always managed robustly and in compliance with licencing terms and policies.
- Maintain thorough documentation of all processes, analyses, and decisions related to cloud cost management and asset efficiency.
- Assist with other asset management related activities as required.

## Financial Analysis and Budgeting

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- Assist in creating and maintaining budgets for cloud services.
- Develop detailed reports, metrics, and models to analyse cloud costs and forecast future spending based on business needs.
- Provide input into the budget planning process, particularly in relation to ongoing investment needs to meet organisational requirements.
- Analyse cost and usage data to identify trends and potential cost-saving opportunities.
- Respond to financial inquiries by gathering, analysing, summarising, and interpreting data for leaders.

## Responsibilities of all staff

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

## Key working relationships

### Internal:

- Digital, Systems and Information Transformation Executive and Senior Leadership team
- IT Services team
- Engagement, Planning and Architecture team
- Platforms and Infrastructure team
- Applications team
- Science System Development team
- Data Science Platform Manager
- Team Leaders, Department Managers and Project and Programme Leaders
- Financial Performance and Business Partnering Team

### External:

- Cloud service providers
- Hardware and software vendors
- Industry peers and networks

## Person specification

### Skills, knowledge and attributes

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- Strong analytical skills with the ability to interpret complex data and provide actionable insights.
- Ability to identify asset risks/issues and make appropriate recommendations for mitigation/resolution.
- Proficiency in financial modelling and budget forecasting.
- Excellent collaboration skills with the ability to work effectively with cross-functional teams.
- Excellent communication skills, both written and verbal, with the ability to present complex information to non-technical stakeholders.
- High attention to detail and accuracy.
- Ability to manage multiple tasks and prioritise effectively.
- Excellent organisational skills.
- Proactive and able to work independently.

### Experience

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#### Essential:

- Proven experience in cloud cost management, financial analysis, and asset management.
- Experience with financial data analysis tools and asset management tools.
- Three plus years' experience with private and/or public cloud platforms (e.g., AWS, Azure, Google Cloud).
- Demonstrated knowledge and experience in Information Technology Operations for product life cycles, network computing, and capital expenditure.
- At least 1-2 years of professional working experience with FinOps principles, capabilities, and the Well Architected "Cloud" Framework.

- At least 2 years of financial working experience with public cloud cost management & optimisation on AWS and/or GCP and/or Azure.
- At least 2 years working knowledge in hybrid cloud and/or multi cloud infrastructure financial management and/or migration execution.
- Significant experience in monitoring and reporting on IT asset management performance, cost control, compliance and risk.

## Qualifications

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### Essential:

- Degree in Finance, IT, Business Administration, or a related field, or equivalent experience.
- FinOps Certified Practitioner
- ITAM related certification (ITILv3 or v4)

### Desirable:

- Certified Practising Accountant or similar

## Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

## Technical capabilities

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### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

## Behavioural expectations

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### Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

### Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.