Reporting Analyst

Purpose | Te arotahi mātua

The Reporting Analyst is responsible for working collaboratively and cohesively within the Data and GIS team, and the wider Digital Technology group, to ensure that Taranaki Regional Council's data insights and reporting capabilities are fit for purpose.

The role of the Reporting Analyst is to ensure the effective and efficient generation, analysis, and dissemination of reports that align with the Data Strategy and the Council's five-year Digital Roadmap. This includes understanding data requirements, developing a new suite of insightful reports, supporting data-driven decision-making, and ensuring the accuracy and integrity of the data presented. The overall goal is to empower stakeholders with the information they need, in the form they need it, to achieve great outcomes for Taranaki.

The Reporting Analyst will:

- Collaborate with Data Engineers to understand the data architecture and ensure seamless data integration for reporting purposes.
- Engage with business subject matter experts to gather requirements and develop comprehensive reporting solutions.
- Maintain and enhance data visualisations and dashboards to effectively communicate insights.
- Ensure the security and privacy of data used in reports and analyses.
- Document reporting processes and build standard operating procedures to support consistency and quality in data reporting.

Role dimensions | Te ahu mahi

Responsible to:	Data and GIS Lead
Responsible for:	Nil
Primary location:	Stratford although travel throughout the region may be required as part of your duties

Organisational context | Te horopaki whakahaere

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Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Fit for Purpose Reporting and Analytics

- *Data Analysis and Reporting:*
  - Develop, maintain, and enhance reporting solutions to meet the needs of various departments within the council.
  - Generate comprehensive reports and dashboards that provide actionable insights and support strategic initiatives.
  - Ensure accuracy, integrity, and reliability of the data presented in reports.
  - Collaborate with our Data Engineer to understand the council's data architecture and how data is sourced, stored, and processed.
  - Collaborate with stakeholders to pilot and test innovative reporting solutions that address specific business challenges.
  - Translate business needs into technical specifications for reporting solutions.
- *Data Visualisation:*
  - Create clear and insightful visualisations to represent complex data, and data findings effectively.
  - Keep abreast of the latest trends and advancements in data analysis, reporting, and visualisation technologies.
  - Explore and integrate advanced analytics techniques, such as predictive analytics and machine learning, to provide deeper insights.
- *Innovation*
  - Foster a culture of innovation by encouraging creative thinking and problem-solving.
  - Propose and lead initiatives to leverage emerging technologies and methodologies to drive data-driven decision-making.
  - Regularly review and refine reporting processes to ensure they remain efficient, effective, and aligned with the council's strategic goals.
- *Continuous Improvement*
  - Identify opportunities to improve data quality and reporting processes.
  - Build organisational capability by providing training and support to end-users on using reporting tools effectively.

Collaboration and Requirements Gathering	• *Engagement with Stakeholders:*
	  o Engage with business subject matter experts to elicit, document, and refine reporting requirements.
	  o Work pro-actively and collaboratively with stakeholders to ensure business needs are being met.
	  o Ensure that the reporting needs of Taranaki Regional Council are met with accuracy, timeliness, and relevance.

Data Governance and Security	• *Data Governance:*
	  o Adhere to data governance standards as set out by the Data and Information Management Governance Group, and ensure compliance with relevant policies and regulations.
	  o Contribute to the development and maintenance of data documentation and metadata.
	  o Document reporting processes and build standard operating procedures to support consistency and quality in data reporting.
	• *Data Security:*
	  o Ensure the security and privacy of data used in reports and analyses.
	  o Educate users around the basics of security and access.
	  o Respond when security is compromised or risks are identified.

Projects	• Participate in appropriate DigiTech projects especially when performing major reporting enhancements or upgrades. • For new reporting systems, ensure delivery is in accordance with our project management framework and on the DigiTech programme list.
Skills and training	• Maintain professional and technical knowledge personally through continued education, online/in-person training and attendance of educational workshops, reviewing professional publications, networking and participation in professional industry groups.

Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.

- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.

- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.

- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council polices and our values.

- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.

- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.

- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.

- **Be digitally savvy –** Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.

- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.

- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

Qualifications
- A Bachelors qualification in Data Science, Computer Science, Information Systems, Statistics, or a field relevant to the specialisation of this role is required, or study towards such a qualification.
- Relevant certifications in data analysis, business intelligence, or data visualisation (e.g., Power BI, SQL).

Experience
- At least three years' of demonstrated experience in data analysis, reporting, or a related field.
- Proven experience in developing and maintaining complex reports and dashboards.
- Experience in querying and manipulating large datasets using SQL.
- Familiarity with data warehousing concepts and practices.
- Experience working with business stakeholders to gather and translate requirements into technical specifications.
- Demonstrated ability to build and maintain effective relationships and gain the cooperation of a wide range of internal and external stakeholders.

Skills
- Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with **He Pukenga Ara Skills Pathway**, and a summary table is included in Appendix 1.
- Technical Skills:
  - Proficiency in SQL for data querying and manipulation.
  - Experience with Microsoft SQL Server.
  - Proficiency in data visualisation tools (e.g., Power BI, Tableau) to create insightful dashboards and reports.
  - Familiarity with cloud computing platforms such Microsoft Azure is advantageous.
  - Programming skills in languages such as Python or R for data analysis and automation.
  - Understanding of ETL (Extract, Transform, Load) processes.
- Analytical Skills:
  - Excellent analytical and problem-solving skills.
  - Ability to identify trends, patterns, and insights from complex data sets.
  - Strong attention to detail and commitment to data accuracy and integrity.
- Communication skills:
  - Effective communication skills, with the ability to convey complex data insights to non-technical stakeholders clearly.
  - Excellent interpersonal skills, including the ability to collaborate with and train others.

- o Experience in documenting processes and creating user guides or training materials.
- Project management.
- Ability to prioritise tasks and manage time effectively.
- Interpersonal skills:
  - o Ability to relate to a diverse workforce and work effectively in a team environment.
  - o Demonstrated ability to build positive working relationships with colleagues and stakeholders.
  - o Strong customer service orientation and commitment to delivering high-quality work.
- Additional Skills:
  - o Ability to think laterally, multitask, and self-manage.
  - o Capability to fill a range of multiple roles within the team simultaneously.
  - o Commitment to continuous learning and professional development.

Knowledge
- Advanced knowledge in the use of reporting tools, such as those included in the Microsoft stack (such as PowerBI & SSRS)
- Working knowledge of SQL, stored procedures, triggers, and functions for automating tasks and implementing business logic within SQL databases.
- Working knowledge of data security principles and best practices for securing sensitive data.

Personal attributes
- Self-motivated
- Adaptable
- Strong initiative
- A can-do attitude
- Self-awareness
- Strong commitment to quality assurance and control measures
- Innovative and self-motivated
- Willingness to adapt

Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

Internal
- All Taranaki Regional Council staff
- All Digital Technology team members.
- Data and Information Management Governance Group

External
- Other Regional/District Councils

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:

Improving lifestyles

Supporting livelihoods

**Taking Taranaki forward**

Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.

- Safeguarding Taranaki's people and resources from natural and other hazards.

- Promoting and providing for significant services, amenities and infrastructure.

- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.
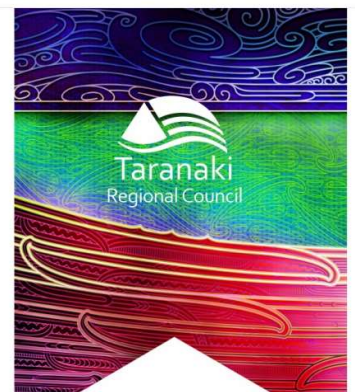
## Our health and safety | Tō tātou Hauora me te haumaru

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

1 The safety of our people and the communities in which we operate always comes first.

2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning

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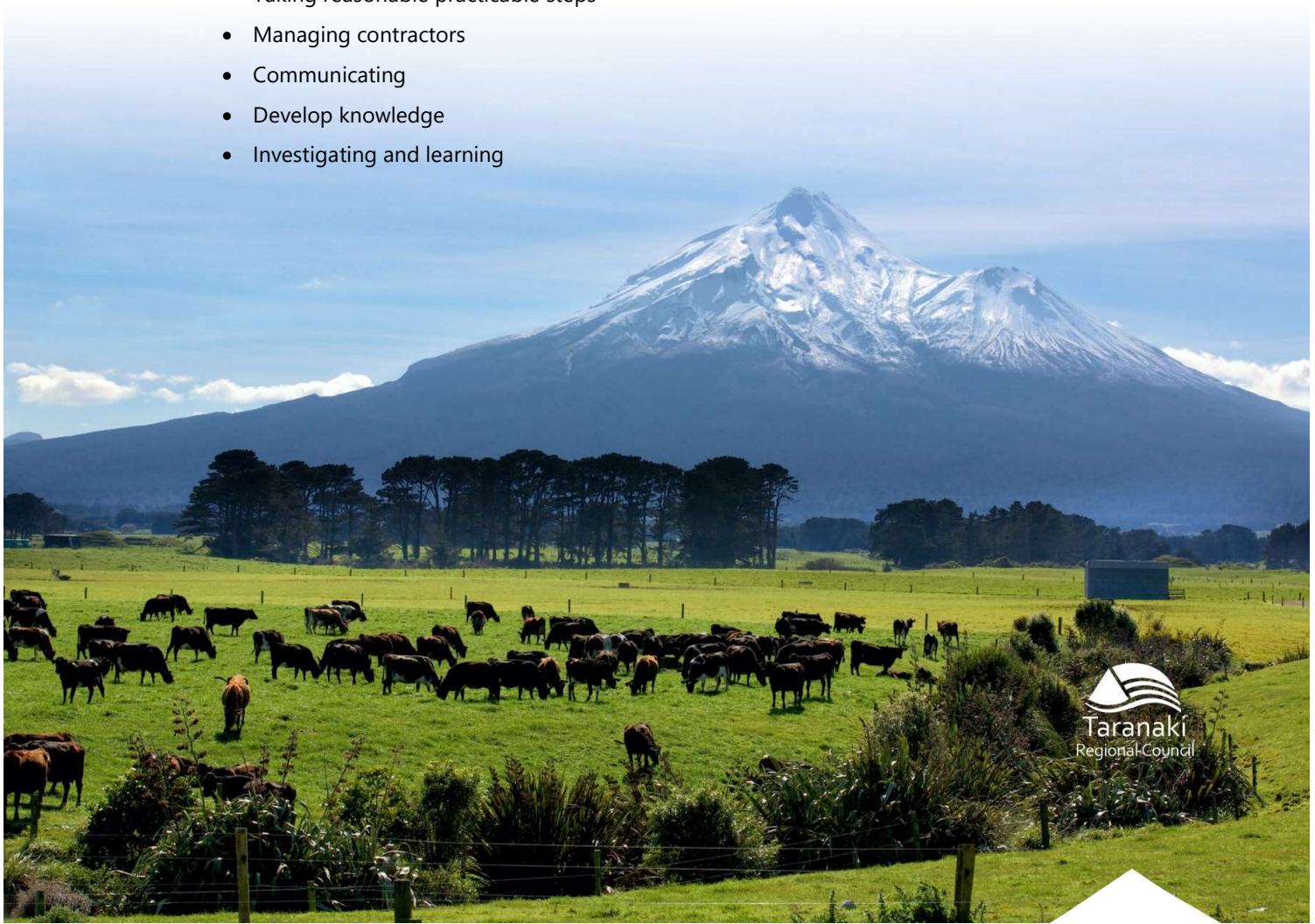
He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	• Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	• Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	• Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	• Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	• Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	• Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	• Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment