

POSITION DESCRIPTION

Position: Reporting Analyst

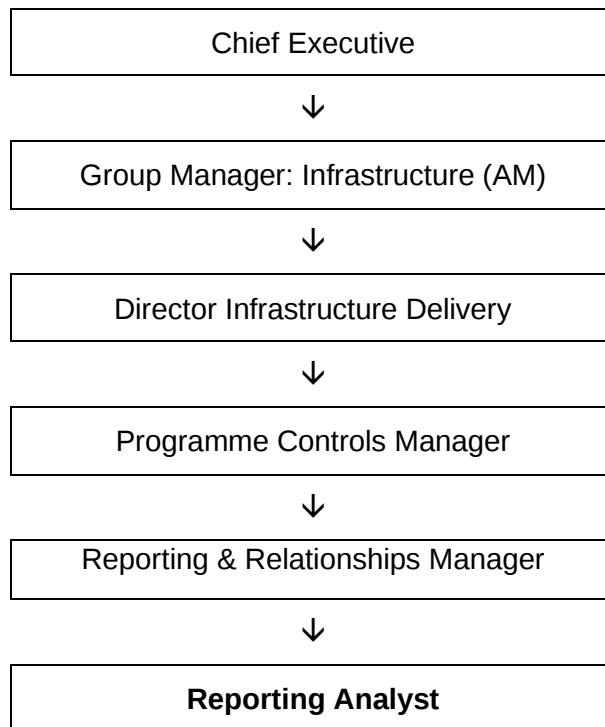
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Reporting & Relationships Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, a Delivery Office and a professional services panel of consultants.

The purpose of this position is to deliver high-quality, reporting that enables visibility, accountability, and performance tracking across the infrastructure portfolio. This role ensures that programme and project data is accurately captured, analysed, and communicated to key stakeholders—including internal leadership, governance groups, and external government funders such as NIFF and NZTA.

Reporting to the Reporting and Relationships Manager, and working closely with the Programme Controls Manager, and delivery/ control teams, the **Reporting Analyst** provides timely insights that support decision-making, demonstrate programme progress and ensure compliance with reporting obligations. The role is central to maintaining transparency and confidence in the delivery of infrastructure programmes and projects.

Following Cyclone Gabrielle, Council has a significant capital programme to deliver over the next 10-year period (2024-2034) and is developing a sustainable, best in practice delivery office within the Infrastructure Group.

The **Reporting Analyst** is a key contributor in developing and delivering high-quality, strategic reporting across the infrastructure portfolio, ensuring visibility of programme and project performance to internal leadership, governance bodies, and external funders.

This role supports the Programme Delivery Office by providing timely, accurate, and insightful reporting that enables informed decision-making, strengthens stakeholder confidence, and ensures compliance with funding and governance requirements.

Key responsibilities of the role include:

- Delivery of accurate, timely reporting on infrastructure programmes and projects to internal leadership, governance, and external funders (e.g. NIFF, NZTA).
- Supporting the development and updating of dashboards and reports that track financials, schedules, risks, and delivery performance.
- Providing clear insights and commentary to support strategic decision-making and programme assurance.
- Ensuring reporting meets compliance and funding requirements, including audit-ready documentation.
- Collaboration with project, finance, and delivery teams to source and validate data.
- Supporting the development of business cases and funding submissions with robust evidence and performance data.
- Driving continuous improvement in reporting processes, tools, and automation.
- Championing innovation, sustainability, and resilience in infrastructure design and delivery.
- Fostering a culture of excellence and continuous improvement.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Strategic Reporting & Insights

- Support the development and delivery of reporting frameworks that provide visibility into the performance of infrastructure programmes and projects.
- Manage Crown Reporting Requirements through the preparation and submission of accurate, timely, and comprehensive reports on programme funding, performance metrics, and outcomes to the Crown and relevant government agencies.
- Ensure all reporting aligns with government expectations, regulatory standards, and contractual obligations, providing clear insights into the effective use of funds and programme impact.
- Collaborate with internal teams to gather data, track progress, and ensure compliance with all government reporting guidelines.
- Produce and maintain dashboards, reports, and visualisations tailored to the needs of internal stakeholders, governance groups, and external funders (e.g. NIFF, NZTA).
- Provide clear, actionable insights and commentary on financial, schedule, risk, and delivery metrics.

Stakeholder-Focused Communication

- Prepare and present reporting outputs for governance forums, executive leadership, and the Programme Director.
- Ensure reporting meets the specific requirements of government funders, including compliance with funding agreements and performance indicators.
- Translate complex data into accessible formats for non-technical audiences, enabling strategic decision-making and programme assurance.
- Collaborate with internal teams, external consultants, regional/national agencies and other stakeholders to ensure effective communication, coordination, and partnership in

project delivery.

- Develop and maintain effective relationships and communication with Programme Managers within the Group and the rest of the Council to foster collaborative leadership.

Data Integration & Analysis

- Source, validate, and integrate data from financial systems, project management tools, and delivery teams.
- Manage the collection, analysis, and interpretation of complex data from multiple sources, ensuring the highest standards of data governance and integrity across all reporting processes.
- Proactively drive data strategy, identifying information gaps, evaluating existing data sources, and leading initiatives to capture new, valuable data, ensuring reporting evolves with programme needs.
- Ensure the highest levels of data quality and accuracy, championing rigorous data validation processes and fostering a culture of precision in reporting.
- Conduct trend analysis, forecasting, and scenario modelling to support programme planning and risk mitigation.

Governance & Compliance

- Maintain audit-ready documentation and ensure reporting aligns with internal governance standards and external funding obligations.
- Support the Programme Delivery Office in preparing evidence-based submissions, business cases, and performance reports for funders and oversight bodies.
- Monitor and report on key performance indicators (KPIs) and benefit realisation across the infrastructure portfolio.

Continuous Improvement & Innovation

- Identify opportunities to enhance reporting processes, tools, and data flows.
- Support the design and implementation of comprehensive, scalable reporting systems to monitor and track key performance indicators (KPIs) and other critical metrics, ensuring alignment with organisational objectives.
- Champion the use of automation and digital reporting solutions to improve efficiency and reduce manual effort.
- Contribute to the development of reporting standards and best practices across the organisation.

Relationships

- Build strong, collaborative relationships with project specialists, programme teams, key stakeholders, and senior leadership to ensure reporting accuracy, relevance, and alignment with business priorities.
- Provide training and guidance to team members and stakeholders on advanced reporting tools and methodologies, promoting a culture of data-driven excellence and continuous improvement.
- Contribute to a high-performing and cohesive programme management environment.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
• Customers, ratepayers and the public • Other TLA's • HB Regional Council • Consultants, Contractors & Suppliers • Central Government • NIFF/ CIP	• Programme Delivery Managers • Infrastructure team • Accountants and Finance team • Procurement team • Risk team • Project Managers	• Council • Risk & Assurance Committee • Strategy and Policy Committee • Civic & Administration Sub-committee

Person Specification

Qualifications/ Experience

- Tertiary qualification in data analytics, business intelligence, finance, or a related field.
- 3+ years' experience in reporting, analytics, or business intelligence roles, ideally within infrastructure or capital delivery environments.
- Intermediate proficiency in reporting tools (e.g. Power BI, Tableau), Excel, and data modelling.
- Strong understanding of project and programme management principles.
- Excellent communication and stakeholder engagement skills, with experience presenting to leadership and external funders.

Key Personal Competencies and Attributes

- **Analytical Thinking** – Strong ability to interpret complex data, identify trends, and generate meaningful insights.
- **Attention to Detail** – High level of accuracy in data validation, reporting, and documentation.
- **Communication Skills** – Able to clearly convey technical information to non-technical audiences, including executives and funders.
- **Stakeholder Engagement** – Skilled in building relationships and understanding the needs of diverse internal and external stakeholders.
- **Problem Solving** – Proactive in identifying issues and proposing data-driven solutions.
- **Integrity & Accountability** – Committed to maintaining transparency, confidentiality, and compliance in all reporting activities.
- **Adaptability** – Comfortable working in a dynamic environment with shifting priorities and evolving reporting requirements.
- **Systems Thinking** – Understands how data flows across systems and how reporting supports broader programme and organisational goals.
- **Initiative** – Self-motivated with a continuous improvement mindset, always seeking ways to enhance reporting processes and tools.
- **Collaboration** – Works effectively across teams, contributing to a shared understanding of programme performance.
- **Professional Excellence** - Strives for high standards in all aspects of work. Leads by example and fosters a culture of continuous improvement and learning.