

Position Description

Position Title:	Reporting Analyst
Reports To:	Product Lead – Council Services
Responsible For:	N/A
Group and Team:	Community Engagement and Corporate Services – Information Services
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide reporting support to business units across Council by developing, maintaining, and enhancing financial planning and reporting processes that inform decision-making by senior management and Council employees.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Data and Reporting

- Understand and enhance the overall data architecture with respect to reporting. Develop, prioritise and recommend initiatives to improve and build upon the data architecture to support the business's reporting requirements.
- Ensure consistency of process and usage, and champion best practices in reporting.
- Oversee reporting accuracy processes, goals and assessment.
- Ensure resolution of reporting conflicts between systems and within systems' data universe.
- Work with internal stakeholders to develop strategies for leveraging reporting to gain a deeper insight into ICC's business, understanding data's impact on outcomes and to support the smooth implementation of the OneCouncil ERP.
- Ensure rigorous adherence to ICC policies regarding Personally Identifiable Information protection and data/reporting security.
- Contribute to the resourcing of the data and reporting requirements of the OneCouncil implementation programme and collaborate with third party resources to achieve agreed programme outcomes.
- Take ownership of user experience with reporting tools.
- Take responsibility of the specification and development of reports and dashboards.
- Oversee feedback processes in all unit activity.
- Elevate the maturity and effectiveness of reporting by improving data accessibility and presentation for a broader audience.
- Establish and maintain reporting practices that support Council's analytics and reporting efforts.
- Enhance Council's data reporting capabilities with a focus on financial systems and the successful implementation of the OneCouncil ERP.
- Ensure data integrity, reporting accuracy, and system usability while championing best practices across reporting processes.

Technology One – Finance

- Act as the Information Services lead for Financial system workflow and configuration change
- Recommend and implement process improvements agreed with key stakeholders.
- Provide solutions to problems with financial reporting.
- Provide guidance on reporting functionality and outputs for Finance systems.
- Act as the IS technical representative for the Finance team including completion of system maintenance tasks for the OneCouncil Finance module and managing the Accounting Services Scooter account.
- Take ownership alongside the finance team of ensuring data integrity from initial input of data to reporting of this data.

Systems and Processes

- Make recommendations on ICC's reporting procedures and/or programs and activities within the OneCouncil implementation programme.
- Regularly interact with internal and external stakeholders including clients, participants and partners in carrying out their work assignment with a key focus on supporting the Finance Team.
- Exchange functional/technical information to aid in management decision making as an integral part of carrying out work assignments. Interactions with others are primarily advisory in nature.
- Focus primarily on accomplishing the reporting goals and desired outcomes of the OneCouncil implementation programme and specific module implementation projects.
- Review and maintain a sound technical understanding of Council's system reporting and processes, identifying opportunities for improvement and develop solutions – targeting value and change.

- Maintain a working knowledge of all of Council's software applications, systems and work processes.
- Implement efficient reporting across various areas of Council informing relevant leaders of potential improvement opportunities.
- Consider the voice of the customer when developing reporting improvement recommendations.
- Facilitate open communication and discussions with stakeholders, using feedback to assess and promote understanding for future changes in services, products and systems.

Support

- Support the training function on the operation and effective use of new systems (particularly reporting), major system upgrades and the processes relating to various One Council software applications requiring a level of corporate retraining.
- Ensure users are comfortable with the use of new or changed systems in regard to reporting.
- Provide support in identifying and implementing continuous improvement opportunities to streamline organisational performance of reporting.
- Implement changes and new reporting within a comprehensive programme and project management plans.
- Support stakeholders through data insights, system configuration, and continuous improvement initiatives to drive informed decision-making and operational efficiency.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Tertiary qualification in a related data and reporting or improvement field or equivalent experience

Full New Zealand Drivers Licence

Knowledge, Skills, and Experience

Essential

Minimum of five years' relevant experience, ideally in accounting, financial systems, or ERP reporting

Strong accounting background with proven experience in financial modelling, reporting, and ERP platforms

Demonstrated ability to evaluate and communicate risk using both technical and business language

High level of systems thinking and proven experience with implementing processes and systems

Skilled in preparing reports, presentations, analysis, and executive summaries

Experience with complex data environments, such as Data Warehouses or Business Intelligence systems

Proficiency with tools including, Power BI, SSRS / Visual Studio, Microsoft Excel (advanced level), OneCouncil, Pathway, IPS, and Promapp

Excellent written and verbal communication skills

Familiarity with querying and reporting tools and experience delivering insightful data analysis

Desirable

Strong background in data management and analysis, with understanding of cloud integration, migration, and data governance

Hands-on experience with TechnologyOne or similar ERP systems, including implementation projects

Knowledge of Local Government operations, including relevant legislation, information security, and compliance requirements

Proven project management skills and/or substantial experience in project-based environments

Understanding of change management principles and project implementation methodologies

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.