



WHANGANUI
founded in
1892



WAIRARAPA
founded in
1896



MANAWATŪ
founded in
1902



HOROWHENUA
founded in
1987

Data and Reporting Analyst

Kaupapa | Purpose

The Data and Reporting Analyst role, is to provide stakeholders with trusted business information and analytics, which support and enhance the performance of UCOL.

The Data and Reporting Analyst will develop reports and dashboards which are intuitive and effective, based on high quality data.

This work will flow into developing and maintaining best practice information reporting systems and processes.

Reports to: **Digital Services Manager**

Team: **Digital Services**

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



Ngā mahi | Do

Reporting Services

Provide timely, accurate and meaningful reporting services.

- Carry out analysis, design and development of reports related to business information.
- Act as the primary point of expertise for data reporting and analysis.
- Produce data for key strategic reports, including quarterly reporting to the Board, the UCOL Annual Report, the UCOL Investment Plan, educational performance, business performance, operational performance, and demographic reporting.
- Provide information which assists the faculties and departments of UCOL in setting and monitoring performance expectations.
- Liaise with customers, utilising good communication skills, to gather reporting requirements and turn these into designs.
- Ensure the integration of disparate data sources is effective to ensure the accuracy and completeness of reporting data.
- Document data flows and processes associated with business systems.
- Maintain and support reporting systems such as SSRS, SSIS, MS-SQL and PowerBI to ensure these are meeting business requirements.
- Regularly review the appropriateness and currency of reports and identify surplus reports for removal.
- Receive, record, prioritise and manage the incoming queue of report requests.

Digital Services Support

Work as part of the Digital Services team to support all IT services as necessary.

- Proactively collaborate with other members of the Digital Services team to assist with issues and tasks.
- Utilise your skills to provide added value to all areas of Digital Services activity.
- Foster and encourage a strong team culture.
- Provide excellent customer service to Digital Service's clients, including kaimahi, ākonga and stakeholders.

Pūkenga | Have

2-5 years' experience in the development of business reports and dashboards

A relevant tertiary level degree or equivalent experience

Proven experience in the use of data modelling techniques and database query languages

Excellent analytical skills and an analytical nature

Experience with database and reporting technologies including MS-SQL, SSRS and PowerBI

Exceptional stakeholder engagement skills

Highly developed interpersonal, written and oral presentation skills

Practical experience in Data Warehousing, Data Analysis and Business Intelligent reporting, and the use of such capability to drive business activity and continuous improvement

Significant experience in identifying client requirements and translating these into design specifications for new or enhanced systems

Personal Characteristics/Attributes

Creative thinking

Detail oriented

The ability to work under pressure and to meet deadlines

High organised and outcomes focused

Proven ability to provide customer, operational and product excellence



Standard clauses

Health and Safety Clause (all Kaimahi)

Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.

At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti as both individuals and as an organisation.

Ākonga at the Centre. Through prioritizing the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whanau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.



Waiaro | Be

Ngā Uara | Our Values

Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

Digital Services Manager, Digital Services team members, Senior Executive Leadership Team, Executive Directors, Executive Deans, Heads of Schools, Academic and General kaimahi

External:

External Education Sector Governance Organisations (e.g. TEC), External Stakeholders, Business Information Consultants

Resource delegations and responsibilities:

Nil.

