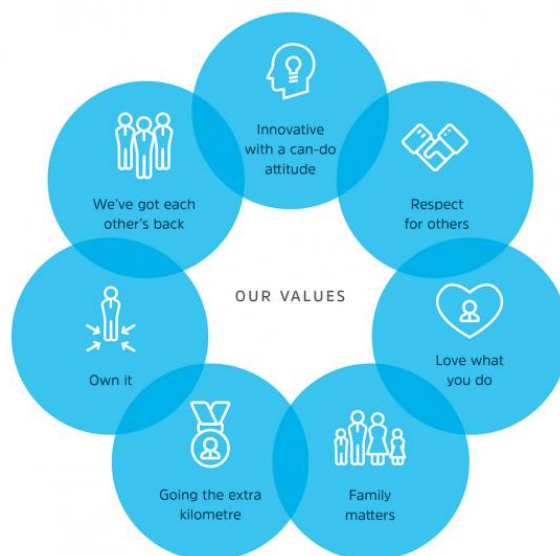


Draft Position Description

| | |
|-----------------|---|
| Position: | Junior BI/Reporting Analyst |
| Reports to: | Digital Team – dual Planner/Scheduler and BI Data Analyst |
| Location: | Christchurch |
| Group: | Switched on Group |
| Direct Reports: | Nil |

Values:



| | |
|-----------------------------|-----|
| Financial Authority to Act: | nil |
| Decision Authority to Act: | nil |

Position Description

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform if asked to do so.

I have read, understood, and agree to comply with the above position description and KPI's.

Employee Signature:

Date:

Key Performance Indicators

| Area of Accountability | Core Responsibilities and Typical Activities | Measurement of Performance |
|------------------------|---|--|
| Purpose | <p>The Junior BI/Reporting Analyst will assist in the development of Business Intelligence reporting, both planned and ad-hoc. Provide support to the development of timely and accurate, prioritised reports, dashboards, visualisations, insights, and metrics to varied internal stakeholders across various Business Units. This position will be key to supporting the continued development of Tableau as our key BI reporting tool as well as collecting data from varied data sources to provide collaborated analysis, reports and insights to drive business improvement opportunities.</p> <p>Assisting the senior business intelligence analyst in centralizing data and reporting capabilities around the business and creating a single source of truth for data and reports.</p> | |
| Values | Demonstrates Switched On' values daily and is passionate about Enhancing Environments. | <ul style="list-style-type: none"> Adherence to the Switched On Values |
| Administration Duties | <ul style="list-style-type: none"> Support the development and thereafter maintenance of reports within multiple BI platforms including Tableau, and/or Excel, drawing from a wide array of data sources, as per varied business reporting requirements Support continued communication with external vendors Support the development of targeted reports/dashboards to assist the business in achieving set KPIs Entering data into Excel and other reporting tools, such as Tableau, Tableau prep Update and maintain reports and spreadsheets on a daily weekly, monthly and Adhoc schedule. Validating and verifying data accuracy Create/re-create complex excel spreadsheets. Format excel sheets in line with a standardized design throughout the business. Find efficiencies in current Business Intelligence tasks and have the ability to implement these confidently Discuss effectively data findings and insights with key stakeholders within the business Support the Senior Business Intelligence analyst in big picture reporting requirements Attend regular meetings and provide insights from data findings. | |
| Other Projects | Using your Innovative can-do attitude when required assist' with additional delivery workstreams | <ul style="list-style-type: none"> Activities and Projects delivered on time when asked |

- Health & Safety**
- Champion Health and Safety to ensure the Policy and processes become part of daily practice
 - All Switched On Health and Safety policies and procedures are adhered to
 - Health and safety priority to ensure self and others work safely.
 - Demonstrates and promotes a positive attitude to safety, in line with Switched On health and safety policies and procedures
 - Actively seek out and pursue health and safety improvements
 - Actively report Incidents and Accidents within 24 hours of occurrence
 - Actively manage hazards and risks

Key Competencies

| | |
|--------------------------------|--|
| Skill / Technical Competencies | <ul style="list-style-type: none"> • Proven intermediate, administrative experience • Intermediate Excel knowledge, with an understanding of data flows and transformation • Data Analysis and curiosity, Reporting and Analytics • Develop and maintaining multiple business intelligence solutions. • Ability to understand requirements and gather information thoroughly • Assisting in maintaining and providing reports through MS Excel as well as the ability to learn other business intelligence tools as the business grows. • Ability to collaborate in a fast-paced environment for the purpose of collecting and understanding data. • Create documentation around business intelligence processes • Work closely with the wider team and business to identify reporting requirements • Relevant Degree/Qualification and/or significant related practical experience • Confidence using Microsoft Office suite • A friendly, helpful and 'can do' attitude • Strong computer skills and the ability to pick up new systems quickly • Friendly, professional manner • Good typing and data entry speed and accuracy • Ability to recognize efficiencies • SQL skills and knowledge beneficial • Demonstrable reporting experience with BI reporting tools – ideally with Tableau experience and expertise • Experience or knowledge of data transformation and data management • Highly self-motivated & able to work both unsupervised & as part of a team • Strong written and verbal communication ability to interact with staff across the organisation and senior levels • A keen eye for design and understanding of visual flows • A methodical and logical approach with strong investigative and problem-solving skills • Excellent relationship management skills & ability to establish credibility with a variety of audiences • Excellent planning & organisation skills, including time management & workload prioritization • Demonstrates interpersonal, communication & administrative skills • Able to multitask, prioritize & problem-solve efficiently & effectively |
|--------------------------------|--|

Behaviour
Competencies

Service Excellence

- Demonstrated Service Excellence Orientation

Working Together

- Contributes towards and encourages our people to think and behave in ways that meets common goal
- Has a clear understanding and supports divisional business priorities

Administrative Efficiency

- Strong written and verbal communication skills
- Accurate with strong attention to detail
- Organisational skills
- Process driven

Personal Effectiveness

- Ability to manage and motivate yourself to deliver results
- Initiative, enthusiasm, and ability to work without direct supervision
- Reputation for reliability and honesty

Planning and Organising

- Excellent Time management
- Able to work well when under pressure of completion deadlines

Understanding Switched On

- Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective