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years

**finding leaders who inspire teams  
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**Candidate Brief  
Otagaro – Reporting Analyst**

1 September 2020

**deciphər** the people you need to succeed

## About the company

Ōtākaro Limited takes a vital leadership role in both the regeneration and the further development of Christchurch. Funded by the Crown, Ōtākaro is a commercially-focussed company charged with overseeing the delivery of key central city projects – both vertical and horizontal – the divestment of specific Crown assets and the delivery or review of the recently released “Shovel Ready” projects.

Ōtākaro is a highly supportive employer, providing wellbeing initiatives and professional development opportunities to ensure that its people are well looked after both professionally and personally.

The increase in scale and workload across Ōtākaro with the release by the Government of these “Shovel Ready” projects has resulted in the need for an additional, permanent Reporting Analyst to join the team. Are you ready to step up to this fast-paced role?

## About the opportunity

Reporting to the Project Support Office (PSO) Manager, the Reporting Analyst supports a team of Project Directors, Project Managers, Case Managers and the General Manager, Development in the provision of reporting – both periodic and ad hoc – which enables Ōtākaro to meet its reporting requirements (upwards to the Crown and internally) and the provision of valuable analysis to support key decision making.

The Reporting analyst will work alongside the Risk and Reporting Analyst to produce a diverse range of reports and to analyse data gathered from across the projects: from the provision Programme and Project Status Reports to data analytics using business intelligence tools - and everything in between. We need you to be able to turn your hand to whatever information is required and to analyse what ever data is supplied. Sound like you?

## About you

To be successful as the Reporting Analyst, you will ideally hold a relevant tertiary qualification and you will have exceptional modeling and analytical skills. You will have utilised a range of technologies and applications including business intelligence and analytics software, a range of databases and of course, Excel. You may currently be working withing a professional services firm and thinking about the next step in your career ..... This is the next step!

Notwithstanding your excellent technical capability, what will set you apart as a success in this role is your commitment to delivering whatever is needed by your internal customers and providing them with the information and analysis they require to make decisions. You will have a good sense of humour, enjoy being a member of a hard-working and fun team and be willing to pitch in to get the job done. This is a role that will suit a self-motivated and hardworking individual who enjoys the camaraderie of a strong team while delivering high-quality outputs.

The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.

In return, you will have the opportunity to drive your career forward within this highly supportive employer while you contribute to the enhancement of our city. Ready?

## How to apply

To discover more about Ōtakaro Limited, visit [www.otakarold.co.nz](http://www.otakarold.co.nz)

For a confidential discussion about the role; contact Leanne Crozier on 021 245 2224 or email [leanne@deciphergroup.co.nz](mailto:leanne@deciphergroup.co.nz).

Applications close: Friday 18<sup>th</sup> September 2020



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# Reporting Analyst

Reports to: Project Support Office Manager

Direct Reports: Nil

Location: Christchurch

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## Position Overview

As the Reporting Analyst, you will be accountable for delivering the reporting for the Ōtākaro Development Programmes (including the Anchor Projects and Shovel Ready Projects) in conjunction with the Risk and Reporting Analyst. In this role you will also play a key role in developing and implementing reporting improvement initiatives and be accountable for interfacing with the business on reporting for the Development Programme.

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## Your Skills, Experience and Qualifications

- Membership or qualification from a relevant industry body (i.e. Project Management or similar)
- Experience in a similar position at the same or similar level
- Knowledge of Project and Programme status reporting
- Knowledge of statutory reporting for central government agencies
- Knowledge of reporting applications including Tableau and superior MS Excel skills
- Excellent knowledge quality assurance principles
- Proactive approach to supporting reporting in a fast paced environment
- High level of communication skills
- Proven ability in performing a range of tasks under competing demands, meeting the agreed end result within quality parameters and time frames
- Committed to continuous improvement, always looking at what and how services are delivered to see if results are achieved in the most efficient and effective way
- Experience in developing effective working relationships in order to work collaboratively with a variety of people
- Experience in collating and analysing information from a range of sources
- Excellent time management skills - able to prioritise, schedule work to meet deadlines and maintain the quality of services delivered
- Facilitative, open collaborative working style
- High degree of initiative, personal motivation and self-management
- Flexible, adaptable and proactive manner
- Able to work in a team environment, adapt, demonstrate initiative, and cope with continuing change.

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## Key Relationships

- Manager, Project Support Office
- Project Support Office team
- Shovel Ready Projects Case Manager
- General Manager, Development
- Finance Team
- Project Directors
- Project Managers
- General Counsel Team
- All of staff of Ōtākaro
- External consultants
- Contracted service providers.

## Health and Safety Commitment

Ōtākaro is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your manager.

ACCOUNTABILITIES	
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Support the delivery of data analytics in Tableau business intelligence and analytics software               <ul style="list-style-type: none"> <li>○ Develop and maintain Tableau reporting templates</li> <li>○ Maintain and manage data links and staging tables to Tableau from our software suite including Primavera P6, Proliance, Risk Hive, and Risk manager.</li> </ul> </li> <li>• Support the assurance of the Information Management Plan               <ul style="list-style-type: none"> <li>○ Maintain the Information Management Plan</li> <li>○ Assure the adherence of business practices to the Information Management Plan</li> </ul> </li> <li>• Support the delivery of the monthly Project Status Reports               <ul style="list-style-type: none"> <li>○ Monthly updates of draft and final reports for POSG including for health and safety, schedule, budget and cost, and risk and issues management</li> <li>○ Attend draft PSR sessions and take notes for executive summary commentary and any corrective action</li> <li>○ Walking the floor for report sign offs</li> </ul> </li> <li>• Support the delivery of the monthly Programme Status Reports               <ul style="list-style-type: none"> <li>○ Monthly updates of draft and final reports including health and safety, schedule, budget and cost, risk and issues management and programme benefit performance</li> <li>○ Acquire executive summary</li> <li>○ Walking the floor for report sign offs</li> </ul> </li> <li>• Support the delivery of the Forecast Trend Analysis Reporting monthly for the POSG               <ul style="list-style-type: none"> <li>○ Produce time phased estimate at completion reporting by project phase</li> <li>○ Produce time phased estimate at completion reporting by level 4 work packages</li> <li>○ Produce time phased contingency performance against budget</li> <li>○ Produce monthly and quarterly expenditure performance against Treasury funding requests</li> <li>○ Produce time phased forecast accuracy reporting</li> </ul> </li> <li>• Support the delivery of the Asset Transfer monthly reporting or the POSG.               <ul style="list-style-type: none"> <li>○ Produce monthly updates on Asset Transfer performance including work package status, schedule overview, operational maintenance budget and cost position, and risk and issues management.</li> </ul> </li> <li>• Support the delivery of quarterly Crown Reconciliation Reports               <ul style="list-style-type: none"> <li>○ Produce quarterly reporting including a summary of work undertaken in the quarter, forecast and actual cost variance analysis, baseline schedule performance, and statements of compliance.</li> </ul> </li> <li>• Support the delivery of quarterly Treasury Funding Request reports               <ul style="list-style-type: none"> <li>○ Produce quarterly funding requests by project based on Quantity Surveyor forecast and accrual medium term position</li> </ul> </li> <li>• Support the delivery of MBIE Major Project Monitoring quarterly reporting               <ul style="list-style-type: none"> <li>○ Produce statutory project performance reporting for MBIE as required</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Support the delivery of the Government Investment Portfolio report <ul style="list-style-type: none"> <li>○ Produce statutory project performance reporting for Treasury as required</li> </ul> </li> <li>• Support the delivery of the Land Remediation Quarterly Report <ul style="list-style-type: none"> <li>○ Produce quarterly updates including for the Land Remediation forecast P50 and P85 positions, budget and actual cost, schedule overview, and risk and issues management.</li> </ul> </li> <li>• Support the delivery of the monthly Process Output Tool reports <ul style="list-style-type: none"> <li>○ Produce monthly updates including process and output performance on budget and cost, schedule and risk and issues management performance.</li> </ul> </li> <li>• Support the delivery of the monthly Shovel Ready status reports <ul style="list-style-type: none"> <li>○ Produce monthly updates for Monitored Shovel Ready Projects including budget and cost, schedule, risk, and as required for benefits.</li> <li>○ Produce monthly PSR's for Delivery Shovel Ready Projects.</li> </ul> </li> </ul>
<b>Ōtākaro Culture</b>	<ul style="list-style-type: none"> <li>• Conducts all dealings, portraying the team and Ōtākaro as whole in a manner of professionalism and competence in order to ensure feelings of public confidence in Ōtākaro Assisting in shaping the culture of the Ōtākaro in accordance with the vision and values while role modelling Ōtākaro's values and behaviours.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Carries out any additional duties and responsibilities as may be reasonably required to meet the demands of efficient company functioning.</li> <li>• Opportunity to extend skill set to support Risk Management</li> </ul>



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[www.deciphergroup.co.nz](http://www.deciphergroup.co.nz)



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