

POSITION DESCRIPTION

Position Title:	Graduate Business Insights Analyst		
Reporting to:	Head of Fleet & Procurement		
Direct reports:	0	Location:	Christchurch
Indirect reports:	0		
Date created:	November 2024	Date last updated:	29 November 2024

About Us | Mō Mātou

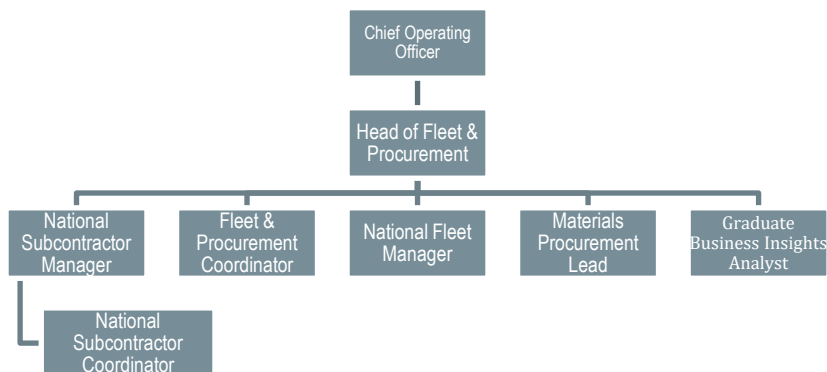
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

Towards 2030 is Citycare Property's strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the "**High5**". These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

The Graduate Business Insights Analyst will be responsible for creating data visualizations and reports using Power BI to support decision-making processes within the organisation predominantly in the areas of fleet, asset management and customer KPI delivery. This role will transform raw data into actionable insights that drive business performance and strategy.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Contributing to the “Toward 2030” Strategy through the “High5” priorities	<ul style="list-style-type: none"> Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ol style="list-style-type: none"> We are for Social Infrastructure We are a Good Kiwi Company People and Their Safety are at the Heart of Everything We Do We deliver a World-Class Service We Build, Operate, Maintain, and Renew.
Data Analysis and Visualisation	<ul style="list-style-type: none"> Create and maintain Power BI dashboards and reports to provide meaningful insights into business performance and trends in line with the audience need. Provides coordination, insights and analyst services to the asset management, fleet & procurement functions Conducts research and analysis, presenting findings in a clear and accessible manner to ensure ease of understanding. Ensures that market and customer data analysis and resulting insights are shared with relevant stakeholders.
Data Management:	<ul style="list-style-type: none"> Ensure data accuracy and integrity by regularly updating and maintaining data sources.
Reporting	<ul style="list-style-type: none"> Drafts reports as required regarding asset management services, fleet & procurement Develop and deliver regular and ad-hoc reports to senior management and other stakeholders.
Stakeholder Engagement	<ul style="list-style-type: none"> Collaborate with various departments to understand their data needs and provide relevant insights.
Continuous Improvement	<ul style="list-style-type: none"> Identify opportunities to improve data collection, analysis, and reporting processes.
Organisational Citizenship	<ul style="list-style-type: none"> Upholds and exemplifies Citycare Property’s Values every day. Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. Participates in the implementation of sustainability and environment initiatives within the business. Upholds and complies with approved Citycare Property’s policies, plans, and programmes. Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business. Establishes and maintains credibility and respect by building strong working relationships across the business. Develops and supports colleagues, being quick to identify and problem solve any issues.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type, as required by the Employer.

	<ul style="list-style-type: none"> From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.
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Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> Be personally responsible for your own and others' Health, Safety and Wellbeing at work. Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with Health, Safety and Wellbeing procedures. Always establish and insist upon safe methods and safe practices. Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All People leaders are personally accountable for:	<ul style="list-style-type: none"> Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment. Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies. Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident. Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> All Citycare Property kaimahi including: <ul style="list-style-type: none"> Delivery Managers Branch Managers Divisional Managers Fleet & Procurement Team Insights Manager Other Divisional and Branch Staff as required.
External	<ul style="list-style-type: none"> Customer(s). Subcontractors. External Suppliers.

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> Diploma Level 5 or Certificate Level 6 (NCEA Level 5) in data analysis or visualization tools and practices OR equivalent industry knowledge
Ideal	<ul style="list-style-type: none"> Tertiary qualification (NCEA Level 7) in a relevant subject (e.g., Data Science, Business Analytics, Information Systems).

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none">• Minimum of 1 years' experience in data analysis or business intelligence, which can include internships or part-time roles during studies.• Proven ability to create data visualizations and reports using Power BI.• Excellent computing and systems skills, including Microsoft Suite and data management software.• Excellent standard of oral communication and interpersonal skills
Ideal	<ul style="list-style-type: none">• Experience with data governance and data quality management.• Project management experience

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.