

POSITION DESCRIPTION

Business Intelligence and Reporting Officer

Position Purpose:

Provide data analytics and actionable data visualisations to the business. Responsible for integrating, preparing and mining sources of data to formulate processes, models and reports that can boost the efficiency and effectiveness of the organisation. Ensure that reporting deadlines are being met, and department KPIs and objectives are being monitored and any outstanding items are addressed.

Reporting to:

Finance Director

Position Responsibilities:

- Develop a sound knowledge and understanding of the Operating Contract and Project scope requirements for KPI and Reporting elements;
- Develop a sound knowledge of the organisation's operating plans;
- Proficiency in Power BI and other query and reporting analysis tools;
- Work with stakeholders to elicit, analyse, communicate and validate requirements for business intelligence dashboards and reporting;
- Design, build and deploy dashboard-type reporting to meet business needs / requirements, ensuring that business benefits are realised;
- Meet key deadlines for weekly and monthly reports in line with Visual management Centre meetings, contract monthly reporting, monthly zero harm reporting and other monthly reporting requirements;
- Must be able and willing to gain an understanding of the front line operational roles to be able to provide informed support to the various business functions and the associated reporting data;
- From time to time as directed, be able to assist the different functions of the operational departments as/when needed to ensure department objectives are met;
- Other ad-hoc duties and projects as required.

Competencies Required:

- Proven knowledge in Power BI, Microsoft Word, Excel, and PowerPoint;
- Exceptional communication skills;
- Ability to read and understand business contracts;
- Essential: Prior experience in a managerial or managerial assistance position;
- Essential: Ability to read, interpret and analyze data and reports.

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Profile Requirements:

- Must be able to display exceptional attention to detail and vigilance;
- A highly self-motivated team player, with sound organisational skills;
- Fluent in English with excellent written and verbal communication skills;
- Proven success with managing multiple discipline stakeholders and all levels of internal and external staff, and maintaining good relationships;
- Able to maintain a friendly, calm and professional manner and strict confidentiality at all times;
- Comfortable dealing with a wide range of people;
- Relied upon to work on own initiative;
- Robust and resilient in regards to disposition;
- Ability to act and behave with integrity and in accordance with KD's Code of Conduct and values at all times and in such a manner so as not to bring KD into disrepute or disrespect;
- Able to identify and rectify problems and issues in a timely manner; and
- Legally entitled to live and work in Australia.

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety, Quality and Environment (SQE) that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continual improvement processes and systems
- Participate in internal and external audits for continual improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continual improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting