

**Reporting Co-ordinator – Information Services
Information Management Team
0.5 FTE (20 hours per week)**

Responsible To: Information Services Manager – Information Management Service

Position No: 15911-005

Liaise with:

Information Development Analysts
Information Technology Developers
Clinical Applications Support
Decision Support Analysts and Business users

1. Main Purpose:

To assist in the development of and be responsible for the Business Intelligence reporting framework. This supports the organisation in the provision of appropriate information through:

- provision of regular, predefined Business Intelligence reports using appropriate report writing tools for internal and external users
- development of formalised report request processes to enhance efficiency and avoid duplication
- prioritisation of report requests and communication with users to inform expected schedules and resource requirements
- development, maintenance and monitoring of report documentation processes to provide records management appropriate to the role,

2. Principle Accountabilities of Role:

2.1 Prime Functional Responsibilities

a) Data Integrity Reporting

- proactively liaise with Information management staff and key users to identify, report and document the information required to assist services with data validation processes
- responsibility for maintaining regular report distribution processes to appropriate users

b) Analytic reporting

- assist the IS manager with the development of a statistical reporting framework that is responsive to user requirements.
- provide regular documented reports that complement and enhance available Business Intelligence OLAP reporting tools to Decision Support and Service Management users
- Ad hoc reporting from data warehouse to support user analysis.

c) Training and maintaining documentation for reporting frameworks

- assisting with development of the MS Reporting Services framework and report library structures
- documentation of the reports and their functions within the reporting framework
- initiation of regular periodic review of ongoing requirements for all reports requested and written
- liaising with IT system administrator(s) to set up users with appropriate access to reports.
- maintenance of report user groups with appropriate access to the reporting framework

d) Business Intelligence process integrity

- regular monitoring of data warehouse load processes to ensure completeness of the information which forms the basis of the Business Intelligence reporting framework.
- maintenance of overnight and regular Business Intelligence automated job processes.
- development and ongoing maintenance of statistical checking and reporting of the Business Intelligence automated report processes

e) Projects

undertaking projects as requested

2.2 Information Management Team Responsibilities

Contribute to the performance and development of the IM team and support the General Manager - Information Management by:

- assisting the Information Services Manager in meeting his/her objectives and targets,
- assisting in setting team roles, directions, and objectives
- imparting knowledge and skills to other team members to enhance the overall strengths and knowledge base of the team
- communicating operational plans & directions that impact on other parts of the IM team.

2.3 Organisation Wide Responsibilities

- Appropriately ensure that the Treaty of Waitangi principles are promoted within the organisation.
- ensuring organisational policies are met.
- Contribute to the health and safety of the team including hazard identification.

3. Personal Attributes

Team Skills

- Communicate and gain commitment of other team members to activities
- Active listening
- Able to develop and maintain effective relationships
- Able to focus on team rather than individual success.

Professionalism

- Ability to cope with and manage change
- Work under pressure
- Retain objectivity
- Maintain professional standards, including knowledge and skill base

Planning/Organisation

- Plan effectively
- Translate broad objectives and aims into effective action plans
- Demonstrate project management skills

Technical Skills

- Good system and computer skills and understanding
- Advanced MS-SQL and MS Reporting Services skills
- Advanced spreadsheet capabilities

Personal

- Self-motivated and innovative
- Proactive and energetic
- Results orientated
- Knowledge of, and demonstrated commitment to, the principles of the Treaty of Waitangi and to equity generally