

POSITION TITLE:	Programme Reporting Specialist		
GROUP:	Asset Management	SECTION:	Infrastructure Programme Management Office - NIWE
REPORTS TO:	Programme Finance and Controls Manager		
RESPONSIBLE FOR:	NA		
GRADE	18		
DATE REVIEWED:	September 24	JOB NUMBER:	

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

We are seeking a highly detail-oriented and experienced Programme Reporting Specialist to join our dynamic team. In this pivotal role, you will be responsible for developing, managing, and delivering in-depth reports for the Infrastructure Programme Management Office (IPMO), with a specific focus on supporting the NIWE Flood Resilience Programme. The successful candidate will demonstrate strong analytical abilities, ensuring data accuracy, and delivering actionable insights to drive informed decision-making.

As the Programme Reporting Specialist, you will play a critical role in generating, analysing, and distributing a range of comprehensive reports that support the strategic goals of the programme. You will be expected to identify trends, interpret complex data, and present your findings in a clear and concise manner to both technical and non-technical stakeholders.

Proficiency in data management tools and the ability to translate complex information into practical insights are essential for success in this role. The position also requires exceptional communication and collaboration skills to engage effectively across the organisation.

Reporting directly to the Programme Finance & Controls Manager, this role is integral to ensuring the programme's financial and operational performance is consistently monitored and aligned with the broader objectives of the IPMO.

TEAM GOALS

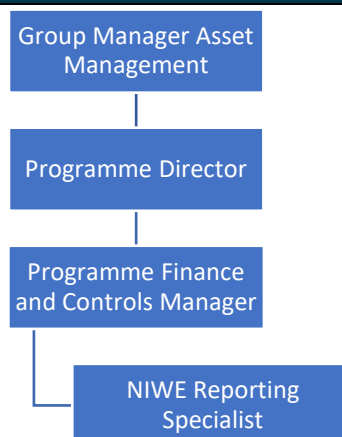
The Regional Projects team provides the following role and functions as part of the Asset Management Group:

- Provide a centre of expertise in capital project delivery
- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

The Programme Finance and Controls team is responsible for:

- Provision of advice, reporting and support to the Programme Director, Project Managers and Executive Managers
- Supporting the organisation with various Annual Plan and Long-Term Plan preparation and development for Regional Projects activities
- Ensuring appropriate cost controls and compliance across the Programme
- Ensuring timely and effective reporting to all stakeholders including Crown (i.e. MBIE and Crown Infrastructure Partners)
- Safeguarding the physical and mental health of the team members throughout the duration of projects

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Lead the strategic development, maintenance, and delivery of high-impact regular and ad-hoc reports on programme performance, encompassing key areas such as progress, risks, issues, and financial health, providing critical insights to executive leadership.
- Manage Crown Reporting Requirements by leading the preparation and submission of accurate, timely, and comprehensive reports on programme funding, performance metrics, and outcomes to the Crown and relevant government agencies. Ensure all reporting aligns with government expectations, regulatory standards, and contractual obligations, providing clear insights into the effective use of funds and programme impact.

- Collaborate with internal teams to gather data, track progress, and ensure compliance with all government reporting guidelines.
- Spearhead the design and implementation of comprehensive, scalable reporting systems to monitor and track key performance indicators (KPIs) and other critical metrics, ensuring alignment with organisational objectives.
- Oversee and govern the collection, analysis, and interpretation of complex data from multiple sources, ensuring the highest standards of data governance and integrity across all reporting processes.
- Proactively drive data strategy, identifying information gaps, evaluating existing data sources, and leading initiatives to capture new, valuable data, ensuring reporting evolves with programme needs.
- Ensure the highest levels of data quality and accuracy, championing rigorous data validation processes and fostering a culture of precision in reporting.
- Lead in-depth data analysis, distilling complex information to identify trends, insights, and opportunities for strategic improvements, and driving data-informed decision-making across the programme.
- Build strong, collaborative relationships with project managers, programme teams, key stakeholders, and senior leadership to ensure reporting accuracy, relevance, and alignment with business priorities.
- Develop and optimise real-time performance dashboards, providing senior management with clear, actionable insights into programme performance and enhancing transparency and accountability.
- Manage and prioritise ad-hoc reporting requests from senior leadership and external stakeholders, demonstrating agility, responsiveness, and a proactive approach to information delivery.
- Deliver strategic insights, communicating key trends and patterns from data to inform high-level decision-making, risk mitigation, and future planning.
- Provide expert-level training and guidance to team members and stakeholders on advanced reporting tools and methodologies, promoting a culture of data-driven excellence and continuous improvement.
- Ensure full compliance with organisational standards and regulatory requirements in all reporting activities, safeguarding the integrity and reliability of reports.
- Identify and implement process enhancements, driving innovation and efficiency in reporting systems, tools, and workflows to optimise performance across the programme.
- Present complex data and insights clearly and persuasively to a variety of audiences, adapting communication style to suit executive stakeholders and technical teams.
- Commit to continuous professional development, staying at the forefront of industry trends, reporting advancements, and best practices to maintain expertise and add strategic value.
- Exemplify strong leadership skills, balancing independent decision-making with team collaboration, contributing to a high-performing and cohesive programme management environment.

FUNCTIONAL RELATIONSHIPS

Internal

- Chief Executive Officer
- Group Managers
- Executive Team
- Elected members / Councillors
- IPMO Team members
- Finance, Information Technology & Governance

External

- Consultants and contractors
- Government agencies and departments
- Other regional and local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Bachelor's degree in Business Administration, Information Systems, or a related field.
- PMP, PRINCE2, or other relevant project management certifications preferred.
- Minimum of 5 years of experience in a reporting or data analysis role, preferably within large-scale programme management or infrastructure environment.
- Proficiency in reporting tools (e.g. Power BI, Tableau), advanced excel skills, and experience with project management software.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Experience in and understanding of public sector performance measures and accountability framework.
- Ability to develop and interpret performance indicators and other metrics and convey information in plain English.
- Ability to translate business requirements and performance data into actionable insights.
- Knows how to develop dashboards and illustrative reports to meet the needs of the audience.
- A proven track record of experience and achievement in an analytical role, utilising complex information and making strategic recommendations.
- Excellent written and verbal communication skills, with the ability to present information clearly and concisely.
- Excellent relationship management skills, with the ability to form trusted relationships and communicate appropriately and effectively to different stakeholder levels.
- High level of accuracy and attention to detail
- Ability to work collaboratively in a team environment.

Knowledge and skills

The following indicates what would typically be expected for this role at a competent level:

- Knowledge of relevant legislation applicable to a Regional Council and local government.
- Expertise in commercial law, including contract negotiation, corporate transactions, and regulatory compliance, with strong analytical and problem-solving abilities.
- Understanding of local government legislation, strategic and statutory policy development, planning processes, and regulatory roles and instruments.
- Ability to provide timely, pragmatic, strategic and solutions-based advice.
- Strong research and analysis skills.
- Excellent oral and written communication skills.
- Competent in Microsoft Office packages, databases and financial systems

Personal Attributes

- Prepared to challenge the status quo – displays courage, initiative, sound judgement and innovative thinking.
- Collaborative and collegial working style – works towards shared vision and goals.
- High level of personal resilience and emotional intelligence – can take and deal with the knocks.
- Courteous and professional – displays confidentiality, honesty and integrity.
- Effective co-ordination, influencing, conflict resolution and negotiation skills.
- Cultural empathy and awareness
- Strong communication skills including written and oral presentation skills.
- Sound decision making skills.
- Effective time management, self-motivated and able to work unsupervised.
- Ability to cope well with change.
- Desire to enhance knowledge and skills.

Awareness

- Community, cultural and political awareness.
- Understanding of Te Tiriti o Waitangi and it's application in public administration.

CHANGES TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the Manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name