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| **Team Name**  | Holidays Act Compliance Programme |
| **Role Title** | Data and Reporting Analyst – Holidays Act Compliance Programme(fixed term 12-months) |
| **Reports to**  | Programme Lead |
| **Date**  | 23 April 2024 | **Salary Band**  | By negotiation  |
| **Location**  | Christchurch Central | **Department**  | Holidays Act Project |
| **Direct Reports**  | None | **Total FTE**  | 1  |

# About us

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system**.**

**Statement of Accountability**

Te whakaturanga

ō mahi

# Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce:

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| **Wairuatanga**  | The ability to work with heart | “*When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled*” |
| **Rangatiratanga**  | Ensuring that the health system has leaders at all levels who are here to serve | “*As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all*”  |
| **Whanaungatanga**  | We are a team, and together a team of teams | *Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora*”  |
| **Te Korowai Manaaki**  | Seeks to embrace and protect the workforce | “*The wearer of the cloak has responsibility to act/embody those values and behaviours*”  |

# Team Accountability

The Holidays Act Compliance (HAC) Programme has been established to ensure compliance to the Holidays Act 2003. We provide accurate, timely, and consistent project results that enable informed decisions about our people and organization, across Te Whatu Ora Waitaha |Canterbury & Te Tai o Poutini |West Coast. As a Data and Reporting Analyst working in partnership with other members of the HAC Team, this role has shared accountability for:

* **Fostering** a work environment in which people take pride in their work and work together to provide excellence in customer service
* **Engaging** across the People and Capability team, Waitaha |Canterbury & Te Tai o Poutini |West Coast Districts to create and deliver an exceptional employee experience by delivering the basics brilliantly
* **Delivering** accurate, timely, consistent and insightful analysis and reporting into our workforce to drive decision making across the organisation
* **Building** the expertise within the programme team to undertake analytics activities that work
* **Partnering** with our HR Shared Services teams, Information Services Group, Corporate Finance and Planning, Funding and Decision Support and Business Intelligence to maximise our existing capability in project and programme delivery.

# Role Responsibilities

The Data and Reporting Analyst will be working with the programme and operational teams to provide analytics solutions, data sets and data-based evidence to drive decision-making, testing and acceptance of activity driven by the Holidays Act Compliance Programme.

The role will perform data analysis across the people-systems data set as well as create reports to ensure ongoing compliance.

In assuming this responsibility, the role enables the programme team to be an effective and valued partner of the business and supports the business to achieve its goals.

**Position Specific Activities**

* Carrying out data analysis as per programme requirements and priorities, using people data and metrics from various HR applications
* Working with project teams and subject matter experts to develop data solutions and analysis to inform and progress project delivery
* Producing data sets and documents to meet national accountability requirements
* Creating reports using common analytical reporting tools
* Maintaining relationships with key users of people-related information
* Providing data analysis and proactively building the capability of the wider HR Shared Services team
* Performing other duties considered to be within the scope of this role.

# Capabilities

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| **Cultural Responsiveness**  | Works proactively with Māori to uphold the principles of Te Tiriti o Waitangi and implements the organisational vision of ensuring equitable outcomes for Māori |
| **Leading with Influence**  | Leads and communicates in a clear, inclusive, and inspiring way to influence others to embrace change and take action |
| **Leads Strategically**  | Thinks, plans, and acts strategically. Engages others and partners with Māori in the vision and values, and positions teams/the organisation/the sector to meet future needs of the people we care for |
| **Enhancing Organisational Performance**  | Drives innovation and continuous improvement to sustainably strengthen organisational performance, ensure equitable outcomes for Māori and improve outcomes for our patients |
| **Engaging others**  | Shows composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus |
| **Resilient and Adaptive**  | Seeks and integrates ideas, information, and different perspectives |
| **Honest and Courageous**  | Delivers clear messages and makes decisions in a timely manner to advance the longer-term best interests of the people we care for |

**Qualifications, Experience and Skills**

**Essential**

* Significant experience analysing, investigating, and interpreting data
* Strong expertise in reporting and data visualization tools such as Power BI
* Proficiency in SQL, particularly Microsoft SQL Server, for data manipulation and querying
* Strong analytical and problem-solving skills, with attention to detail
* Excellent interpersonal and communication skills
* Highly organised, dependable, and self-motivated.

 **Desired**

* Relevant tertiary qualification
* Understanding of the New Zealand Health sector
* Experience with HR metrics and people data
* Experience with tools such as R or Python would be a bonus
* Experience with Microsoft SQL Server Reporting Services.

# Key Relationships

**Internal**

* HAC Programme kaimahi
* HR Shared Services kaimahi
* Business Intelligence kaimahi
* Wider People and Capability teams
* Te Whatu Ora National Operations

**External**

* Third party consultants, vendors and service providers

*This Statement of Accountability is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*