Power BI and Data Control Analyst
Position Description

Team:	Capital Management	Location:	Auckland and or Wellington
Reports to:	Director PMO Capital Management	Job family:	CFO
Role Type:	Permanent	Salary:	TBC

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.

Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

As the Senior Power BI and Data Control Analyst, you will be responsible for developing and managing our central capital management system in Power BI. Your role will involve both Power BI development and ensuring data is controlled, accurate, and consistent across multiple systems, creating a single, reliable source of project information. You will work closely with teams to securely manage key data, enabling clear and consistent reporting across asset management, workbank delivery and major project reporting.

Your role is crucial in helping KiwiRail make strategic decisions by creating advanced Power BI reports and dashboards. These will offer insights into cost, time, and risk, improving how we track project performance across different systems, including work orders in Maximo, cost allocation in SAP, risks in RiskConnect, and schedules in Primavera P6. You will also manage our Power BI and PowerApp-based Project Status Report (PSR) and improve existing dashboards, ensuring data is integrated and processes run smoothly across the portfolio.

Key Accountabilities

Power BI Development

- Create and maintain advanced Power BI reports and dashboards that provide insights into project costs, timelines, and risks.
- Ensure that reports are user-friendly, have low maintenance overhead, and meet the needs of various stakeholders across the organisation.

Data Integration and Management

- Support the integration of data from multiple systems, including Maximo, SAP, RiskConnect, and Primavera P6, to ensure consistency and accuracy.
- Develop processes to manage critical data and maintain a single source of truth for project information.

Reporting Oversight

- Produce management reports for governance boards and executives that highlight portfolio performance and key insights as well as any data quality issues.
- Manage the recently developed Power BI and PowerApp-enabled Project Status Report (PSR), ensuring it remain fit for purpose for the project teams.

Stakeholder Engagement

- Work closely with cross-functional teams to understand their data needs and ensure reports and dashboards meet those requirements.
- Foster strong relationships with key stakeholders to promote the use of Power BI tools and insights in their decision-making processes.

Continuous Improvement

- Identify opportunities for improving data management processes and reporting efficiency, ensuring that the capital management system evolves to meet business needs.
- Stay updated on Power BI features and best practices, integrating new capabilities to enhance reporting and data analysis.

Key challenges

- Facilitating effective communication and collaboration across various teams to integrate data from multiple systems and meet reporting needs.
- Gaining buy-in from key stakeholders to promote the use of Power BI insights and dashboards in their decision-making processes and lift their data maturity.
- Managing the integration of data from diverse systems (such as Maximo, SAP, RiskConnect, and Primavera P6) to ensure accuracy, consistency, and reliability in Power BI reports and dashboards.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
	Director PMO Capital Management		✓		
Internal	Data Managers / Reporting Managers			✓	✓
	Programme and Project Managers			✓	✓
	Executive management		✓		
	Wider Capital Management Team			✓	✓
	ICT			✓	✓
External	Governance Board Requests		✓		
	Funder Requests		✓		
	Other Government				

What you will do to contribute

Health Safety and Wellbeing	• Create a culture of safety and wellbeing in the team, • Support team members in maintaining a healthy work-life balance, especially during busy project times.
Customer Focus	• Provide clear and useful data insights for internal stakeholders to ensure a positive experience. • Tailor reports to meet the specific needs of users across KiwiRail. • Engage with stakeholders to understand their data needs and provide helpful solutions.
High Performing Teams Skills	• Align goals with KiwiRail's vision and objectives. • Encourage teamwork and streamline processes to improve efficiency in data management.
Commercial Acumen	• Balance project costs with good data and quality control practices. • Spot and address any data quality issues early to prevent problems in reporting. • Work with teams to ensure data integrity and achieve high-quality results.
Data and Quality Control	• Use strong data management practices to ensure the information in Power BI reports is accurate and consistent. • Help teams identify and fix data quality issues to improve reporting. • Lead efforts to enhance data quality control processes and integrate them with existing systems.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	n/a
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Qualifications and experience

- A relevant degree in business, engineering, data, or a similar field.
- Experience with complex data and reporting, with a focus on creating effective dashboards and reports.
- Understanding of project management principles and practices, particularly in a capital-intensive environment.
- Knowledge of Power BI or willingness to learn PowerBI
- Familiarity with data integration from various sources
- Excellent analytical skills and attention to detail, with the ability to interpret complex data sets.

Work Style / Work-related qualities

- You're adaptable, practical, and agile.
- You have a commercial focus.
- You're a team player who enjoys collaborating with teams and building good relationships..
- Focused on achieving high-quality outcomes and meeting deadlines.

Other Requirements

- A valid New Zealand driver's licence.
- Able to pass regular drug and alcohol tests.

CREATING STRONGER CONNECTIONS

KiwiRail