



POSITION DESCRIPTION

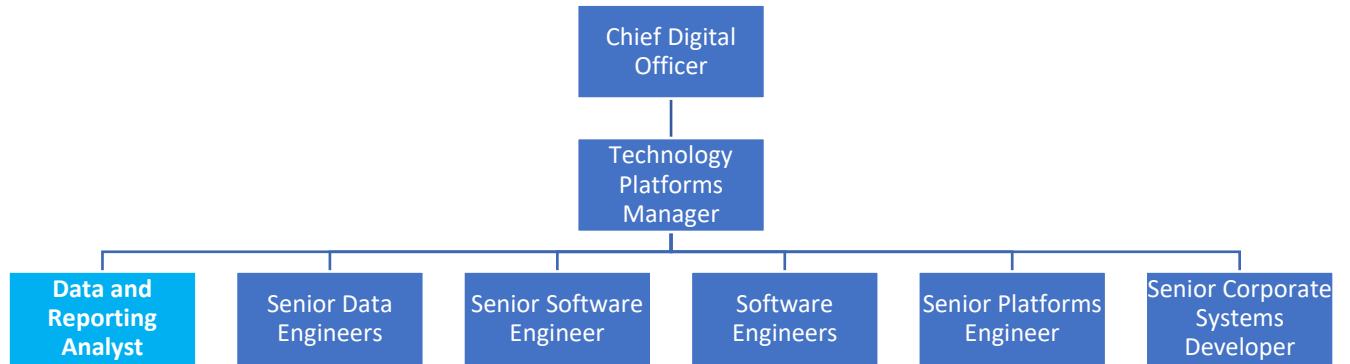


Position title:	Data and Reporting Analyst		
Reports to:	Technology Platforms Manager		
Group:	Technology	Unit:	Technology Platforms
Revision (m/y):	05/2026	Date:	29 May 2026

Purpose

To ensure the business has accurate, up-to-date, and reliable reporting and dashboards to support data-driven decision-making. The role is responsible for delivering and maintaining reporting solutions using data visualisation tools, supporting self-service capability, and enabling improved business performance insights.

Reporting Structure



Resource Accountabilities

Staff numbers	Nil	Operating Budget	TBC
Capital Budget	TBC	Expense Authority	As per Level x of DFA

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
Reporting and Dashboard Delivery	<ul style="list-style-type: none"> • Work with business stakeholders to gather, clarify, and validate reporting requirements • Design and develop Power BI dashboards and reports, including data models, layouts, and visualisations aligned to business needs • Apply best practices in data modelling, report design, and user experience to ensure clarity, usability, and performance • Ensure reports are aligned with business drivers and key performance metrics • Review and improve existing reports to enhance insight, usability, and consistency • Support user acceptance testing and validation of reports prior to release 	<ul style="list-style-type: none"> • Reports delivered on time and meet agreed requirements • Accuracy and reliability of reporting outputs • Reports are designed for usability and are actively adopted by stakeholders • Compliance with WEL standards, including data modelling and report design best practices • Continuous improvement in report quality, consistency and performance
BAU Reporting Support and Maintenance	<ul style="list-style-type: none"> • Provide ongoing support for existing reports, including troubleshooting and enhancements • Monitor report performance and data refresh processes • Manage and prioritise BAU reporting requests • Ensure continuity and stability of reporting services 	<ul style="list-style-type: none"> • Timely resolution of reporting issues • Minimal disruption to business reporting • Positive stakeholder feedback on support and responsiveness • Stable and reliable reporting operations

<p>Data Quality and Validation</p>	<ul style="list-style-type: none"> • Validate data sources and outputs to ensure accuracy and consistency • Work with Data Engineers to resolve data quality issues • Perform reconciliations where required to support business confidence • Promote good data practices in report development 	<ul style="list-style-type: none"> • High level of trust in reporting outputs • Data issues identified and resolved in a timely manner • Reduction in recurring data quality issues • Consistency across reporting outputs
<p>Stakeholder Engagement and Enablement</p>	<ul style="list-style-type: none"> • Engage with stakeholders to understand reporting needs and priorities • Support business users in using and interpreting reports and dashboards • Provide guidance to improve self-service reporting capability • Deliver basic training and knowledge sharing where required 	<ul style="list-style-type: none"> • Improved stakeholder satisfaction with reporting • Increased adoption of dashboards and reporting tools • Reduced reliance on manual reporting requests • Positive feedback from business users
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Identify opportunities to streamline and automate reporting processes • Identify opportunities to improve and modernise reporting, including leveraging emerging technologies such as AI-driven insights, automation, and conversational analytics where appropriate • Improve report usability, performance, and consistency • Contribute to standardisation of reporting approaches and templates 	<ul style="list-style-type: none"> • Reduction in manual reporting effort • Improved efficiency and turnaround time • Increased standardisation of reporting • Ongoing improvements delivered over time

	<ul style="list-style-type: none"> • Support initiatives to uplift reporting capability across the organisation 	
Targeting “Best in Safety”	<ul style="list-style-type: none"> • Promotion of good safety management practices. • Participation in safety and wellness activities. • Being a safety leader. 	<ul style="list-style-type: none"> • WEL’s health and safety policies and procedures are adhered to at all times
To work in and promote a ‘Best in Service’ attitude to all endeavours	<ul style="list-style-type: none"> • Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always. 	<ul style="list-style-type: none"> • WEL’s reputation is enhanced in the community • You are known for your excellent customer service

This position description 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.

Person Specification

Qualifications	Essential	<ul style="list-style-type: none"> Relevant tertiary qualification (Level 7 or equivalent) in Information Technology, Data, Analytics or a related discipline
	Desirable	<ul style="list-style-type: none"> Qualification in Data Analytics, Data Science, Business Analysis or a related field
Experience	Essential	<ul style="list-style-type: none"> 2-3 years of experience developing Power BI dashboards and reports Work with business stakeholders to gather and translate reporting requirements Strong data visualisation, data modelling and analytical skills Ability to present data in a clear and meaningful way to support decision-making Strong communication and stakeholder engagement skills Customer-focused approach with the ability to support business users
	Desirable	<ul style="list-style-type: none"> Work with SQL and relational databases for reporting and analysis Enterprise data platforms (e.g. Snowflake or similar) Advanced Microsoft Excel skills (pivot tables, advanced functions, VBA) Experience in data analysis, reconciliation, and data quality validation Support both BAU reporting and project-based delivery Exposure to modern analytics tools such as Microsoft Copilot, AI-assisted analytics, or similar technologies is desirable
Behavioural Competencies		<ul style="list-style-type: none"> Integrity: Demonstrates consistently high integrity, professionalism and business ethics. Teamwork: Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others. Shares information and knowledge freely. Collaboration: Works with peers and others across the business to achieve win-win results and drives behaviour to optimise business outcomes rather than department outcomes.

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| | <ul style="list-style-type: none">• Customer Focus: Dedicated to providing a prompt, efficient and personalised service to clients (internal/external) and works hard to ensure that individual client needs are met.• Communication: Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.• Problem Solving / Critical Thinking: Analyses issues and breaks them down into their component parts. Able to gather a wide range of information, comprehend and make systematic and rational judgements based on relevant information.• Quality Orientation: Has a very high attention to detail. Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.• Planning and Organising: Organises and schedules activities and resources efficiently.• Achievement Focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.• Negotiation: Listens, comprehends and empathises with parties to develop relationships and rapport with others.• Technical Ability: Provides high quality analysis, processes and developments using the tools provided.• Continuous Improvement: Looks for opportunities to improve reporting processes, tools and outcomes. |
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Our Purpose

Enabling our *communities to thrive*

Our Vision

To create and support an *innovative and sustainable energy future*

Best in Service

So we have the *trust of our community*



Best in Safety

Every Day - *Home Safe*



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.