

Position title: Organisational Reporting Analyst	
Classification: Band level 7	Effective Date: September 2026
Reports to: Manager Integrity and Performance	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

Lead the implementation and operationalisation of Whitehorse's Enterprise Reporting Framework, translating the agreed future state into a practical, embedded organisational reporting system.

The role is accountable for establishing a consistent, organisational wide view of performance by designing and embedding reporting standards, KPI frameworks, dashboards, processes and governance that understand performance, identifies issues to act.

The role will shift fragmented, activity-based reporting to insight-driven performance management by delivering decision-ready insights, building capability across teams and ensuring strong alignment between strategy, service delivery and outcomes. The role is an analytical business partner who uses data to improve organisational decision-making and performance.

Key Responsibilities

Position Specific Responsibilities

- Establish and maintain enterprise reporting standards and structures, including KPI frameworks, templates, definitions and governance to ensure consistent, comparable and high-quality reporting across the organisation.
- Design and operationalise a coordinated reporting system, including reporting cadence, workflows and processes that enable effective performance monitoring, escalation and decision-making.
- Develop and deliver enterprise and executive reporting products, ensuring outputs are clear, insight-driven and focused on trends, risks, implications, decisions and actions.
- Embed organisation-wide ownership and capability in performance reporting, partnering with leaders to improve KPI design, data interpretation and the use of reporting to drive decisions and accountability.
- Drive continuous improvement in enterprise reporting, including strengthening data quality, governance and alignment between strategy, service delivery and performance insights.
- Lead the design and delivery of organisation-wide benefits reporting and enhance benefit recording, tracking, and reporting on projects.
- Undertake the development and implementation of a strong relationship between the Data and Analytics Team and Continuous Improvement Program and other strategies to drive improved use of data and insights.
- Provide support to the team in the identification, validation and random auditing of reporting data.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

- Responsible for establishing and maintaining enterprise reporting standards, including KPI frameworks, definitions and governance, to ensure high-quality and comparable reporting across the organisation.
- Exercises independent judgement in interpreting performance information, identifying risks and issues, and determining when escalation or intervention is required to support effective decision-making.
- Provides expert guidance and influences senior stakeholders to embed consistent reporting practices, strong accountability and insight-driven performance management across the organisation.

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- Applies advanced judgement to interpret complex and sometimes incomplete performance data, identifying key insights, risks and implications for organisational performance.
- Determines when performance issues require escalation, intervention or further analysis, supporting timely and effective decision-making by Executive and senior leaders.
- Balances data accuracy with practical decision needs, using informed judgement to develop meaningful insights where complete or perfect data is not available.

Specialist Knowledge and Skills

- Strong expertise in organisational performance reporting, including KPI framework design, performance measurement, and translating strategy into measurable and actionable indicators.



- Advanced capability in data analysis, reporting and business intelligence tools (e.g. Power BI), with the ability to develop clear, user-focused dashboards and reporting products.
- Proven ability to translate complex data into clear insights, narrative and recommendations, tailored to executive and operational audiences.

Technology

- Well-developed skills in Power BI, MS Office suite, and common business software tools.
- Advanced capability in business intelligence and data visualisation tools, particularly the ability to develop intuitive dashboards and interactive reporting products for different audiences.
- Strong proficiency in Microsoft Excel and relevant reporting/data analysis technologies, including the ability to manipulate, interrogate and reconcile data from multiple sources.
- Ability to understand and work across data environments and systems, including identifying data limitations, improving data integrity and working with technology specialists to develop sustainable reporting solutions.

Qualifications and Experience

- Tertiary qualification in business analytics, data science, economics, planning or a related discipline, or equivalent relevant experience.
- Demonstrated experience in organisational performance reporting, corporate planning or business analytics in a complex organisational environment.
- Proven experience in designing and implementing reporting frameworks, KPI structures or performance measurement approaches, translating strategic objectives into measurable indicators.

Interpersonal Skills

- Strong stakeholder engagement and relationship-building skills, with the ability to work effectively across all levels of the organisation, including senior leaders.
- Highly developed communication skills, with the ability to tailor complex information and insights to different audiences, from operational teams to Executive.
- Proven ability to influence and challenge stakeholders constructively, building alignment and driving adoption of new reporting practices and approaches.



Key Relationships:

- The position works closely with all the Senior Leadership team and reporting teams

Management Skills

- Strong project and program coordination skills, with the ability to manage multiple reporting initiatives, priorities, dependencies and deadlines across the organisation.
- Demonstrated ability to lead through influence rather than direct authority, building cooperation across business areas and supporting teams to adopt new reporting practices and standards.
- Strong organisational and prioritisation skills, with the ability to identify high-value reporting improvements, manage competing demands and maintain a focus on strategic outcomes and organisational priorities.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Relevant qualification or equivalent experience (e.g., Data Analytics, Power Bi,).
2. Demonstrated experience in organisational performance reporting, including designing KPIs, interpreting performance data and delivering insights that support strategic decision-making.
3. Proven experience implementing reporting frameworks, performance measurement approaches or cross-organisational initiatives, translating design into embedded practice.
4. Strong ability to translate complex data into clear, actionable insights and reporting products, including dashboards and executive-level outputs.
5. Strong analytical and problem-solving skills, with the ability to interpret incomplete or complex information, identify risks and determine appropriate actions or escalation.



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	N/A	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	N/A	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	N/A	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	N/A	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	N/A	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer at a workstation	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Necessary in order to effectively and safely perform roles and responsibilities	

Any other relevant comments: