

ROLE SUMMARY

Role title:	Reporting, Performance and Insights Manager (fixed-term)
Reports to:	Chief Operating Officer, with close working relationships with other General Managers as required
Direct reports:	0
Date:	February 2025
Purpose of role:	<p>To support WellingtonNZ by managing, preparing and coordinating organisation wide reporting to our stakeholders and year end statutory reporting on our performance data recorded both with our stakeholders and in response to our Statement of Intent.</p> <p>The role takes a lead role working with teams to source data, information and insights that assist them with ensuring they can make valid decisions in their work. This will include, but not be limited to, analysis of economic data and information for the Wellington Region, and key trend and insight analysis.</p> <p>The role is integral to championing a data-driven culture across the organisation, engaging with stakeholders and advocacy to ensure WellingtonNZ's data needs, insights, and strategic priorities are considered, which support our vision of ensuring that the Wellington Regional Economy is thriving with more people participating in the benefits.</p> <p>The reason for the fixed-term is to cover a period of parental leave which is for approximately 12 months.</p>

ROLE DESCRIPTION

Key responsibilities: specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/Tasks
Reporting	<ul style="list-style-type: none"> • Ensure the timely production of information through written and visual reports, including but not limited to dashboards, infographics, PowerPoint, etc. Where possible utilise the work of others within the wider region to obtain data required. • Maintain a schedule of reporting and statutory compliance reporting requirements for WellingtonNZ. • Manage the collation and assist with the drafting of quarterly and annual reports for WellingtonNZ's shareholders and significant stakeholders • Manage the annual compliance reporting process for WellingtonNZ, stay informed in changes throughout the year to relevant legislation and support the organisation's ongoing compliance. • Maintain statistical monitors for KPI reporting to shareholders • Create drafts of our performance reports that help the Senior Leadership Team and other key stakeholders to accurately gauge the performance of WellingtonNZ's programmes and projects. Produce the section in the SOI on performance measures. • Manage the implementation of new KPIs within the organisation and suggest improvements to measures that sit within KPIs. Work with shareholders to integrate changes to performance monitoring. • Look for opportunities to develop, improve and implement WellingtonNZ's performance reporting frameworks • Produce the annual REDP and WEDS performance reporting reports within their respective teams • Support in producing performance reporting frameworks within teams and ensure they are prioritised early on within the planning process for new and refreshed plans. • Contribute to Destination Wellington Reporting and other Shareholding reporting as required • Support other team members in an advisory role as they redesign reporting and in the development of applications to connect to funding.

Insights

- Where required, support teams across WellingtonNZ in their evaluation of potential and current projects and programmes to identify the effectiveness of such activity, via research and provision of data
- Support WellingtonNZ's leaders in development of updates/case studies/evaluations/insights analysis for stakeholders, demonstrating WellingtonNZ's performance.
- Collaborate proactively with the Media & Communications team to identify emerging reputational risks and opportunities through data insights, shaping proactive storytelling and narrative support based on key trends and themes.
- Provide evidence-based content, key messages, and data-driven talking points to support speeches, communications plans, and media engagement for the Senior Leadership Team, Board, and other key spokespeople.
- Champion the creation and adoption of a cohesive insights strategy that unites WellingtonNZ's data, research, and reporting functions to drive a culture of evidence-based decision-making, including improving access to insights for shareholders, public and across the organisation.

Data, Analysis and Research

- Provide analysis of Wellington regional data to support the Senior Leadership Team in consideration of overall economic performance of the Wellington region and identify potential trends.
- Report to WellingtonNZ teams and other relevant stakeholders on key data sets relevant to the Wellington region economy; including but not limited to tourism, education, employment, film production, etc.
- Distribute data with developed insights and trends in an engaging way to internal and external stakeholders as appropriate.
- Act as the first point of contact for external enquiries relating to data and insights.
- Assist teams across the business to find and use data as a key source of knowledge to assist with their decision making around programme investment, identification of challenges that can be solved and leveraging of opportunities.
- Develop an understanding of data collection and research to support the Senior Leadership Team advocating for better provision of regional data and analysis with Statistics NZ, MBIE and other government sources.
- Leverage and interpret external/other agencies research to maximise WellingtonNZ's information base.

Procurement of specialist advice

- Develop standard documents for the procurement of research to inform WellingtonNZ programmes.

required for delivery of WellingtonNZ programmes

- Ensure that a consistent approach is taken to the acquisition of data and research so that programme investments can be better considered.
- Undertake specific research and analysis projects as briefed by other parts of the organisation - including the engagement of 3rd party research and data analysis agencies if required.

Relationship Management and Advocacy

- Work with WCC's Research and Insights team to ensure that WellingtonNZ is following best practice and that there is alignment and consistency of reporting.
- Develop and maintain strategic relationships with relevant industry bodies and peers in comparable roles, fostering collaboration, knowledge exchange, and alignment with sector best practice.
- Work towards WellingtonNZ, where appropriate, continuing to have access to WCC's and other shareholder's data to ensure that no duplication of purchasing of data.
- Act as a trusted advisor to Territorial Authorities and partner organisations, facilitating access to data, providing interpretive support, and identifying additional insights to inform their decision-making.
- Monitor emerging trends in public data and proactively engage in advocacy and consultation processes to ensure WellingtonNZ's data needs, insights, and strategic priorities are considered.

Contribute to WellingtonNZ Data Culture

- Cultivate and encourage a data driven culture across the organisation.
- Coaching and mentoring non-technical stakeholders to interpret data, understand key metrics, and apply insights in their decision-making processes.
- Developing user-friendly templates, guides, and training materials to support consistent and effective use of dashboards, reports, and self-service analytics tools.
- Actively promoting a data-informed culture by championing the value of data, encouraging the passionately curious, and identifying opportunities where insights can enhance performance, planning, and innovation across teams.
- Adhere to data governance standards, privacy regulations, and ethical guidelines when handling customer data.

Health, safety, wellbeing and compliance

- Take an active role in identifying and mitigating any health and safety risks to yourself and others.
 - While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others.
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- Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance.
- Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety.
- Initiate the necessary documentation required for offsite work (e.g. RAs) and ensure documentation is completed and signed off at least 48 hours prior to the activity beginning.

WellingtonNZ collaboration

- Maintain a “WellingtonNZ-wide” perspective with all of your work
- Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required
- Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects
- Actively collaborate and participate in WellingtonNZ-wide initiatives and projects.

Job outcomes: visible and measurable evidence of success in the role.

Outcomes/results	Target measure
To be determined with your manager	

Competencies: specific skills, traits and competencies necessary to be successful in the role.

Competency	Description of competency
Functional skills and experience	<ul style="list-style-type: none"> • Ability to gather, understand, manipulate, analyse, evaluate then represent insights and data in clear visual formats such as infographics, dashboards and other visual tools.

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- Has an understanding of the data outputs of the New Zealand government and how they can be utilised at a regional level.
 - Has a good understanding of data analysis tools and databases including Excel skills.
 - Experience in research and data-analysis related jobs, and relevant tertiary qualification preferred.
 - Demonstrated experience in the evaluation of work programmes and projects, including performance reporting

Creating a vision

- Understanding the strategic context
- Challenging the status quo
- Accepting challenges
- Committing to the vision.

Leading with purpose

- Living our values
- Having the courage to question and speak up
- Adapting your style to meet individual needs.

Making things happen

- Giving timely and constructive feedback
- Staying close to the issues
- Collaborating for better decision-making
- Recovering quickly from setbacks.

Building an awesome team

- Valuing uniqueness and differences in others
- Trusting others
- Sharing information, collaborating and helping others.

Being authentic and inclusive

- Recognising your own strengths and areas for development
 - Asking for and responding positively to feedback
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- Questioning and challenging others with respect
- Owning your mistakes.

Values: our purpose and values which bring to life WellingtonNZ’s aspired culture.

Purpose	To make the Wellington region thrive as a place to live, visit, study, work, do business, and invest
Better together	<ul style="list-style-type: none"> • We are collaborative • We back each other • We celebrate our differences and experiences • We create and share ideas together • We focus on teamwork and empower individual brilliance
Passionately curious	<ul style="list-style-type: none"> • We are brave • We think differently and give it a go • We seek to understand before being understood • We embrace the possibilities of tomorrow
Choose joy	<ul style="list-style-type: none"> • We bring and share joy in our work everyday • We celebrate our wins and learn from our losses • We have fun and get the mahi (work) done • We give praise and recognition