



TaurangaCity

Job description

Title	Senior Business Analyst (Data and Analytics)
Number	9IT449 / 101181
Group	Chief Operating & Financial Office
Division	Commercial
Reports to	Platform Manager Business Intelligence
Direct reports	None
Date	07/08/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to: -

- always modelling organisational values.
- a safe and healthy work environment.
- assisting Council to fulfil its Civil Defence responsibilities.

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

Lead business analysis for data and analytics solutions for decision making, ensuring business context is carried from initial discovery, through to data warehouse integration, reporting and adoption. Turn business problems into trusted, reusable and decision-focused data products, while leading complex and ambiguous analysis activities, influencing decision making through evidence-based recommendations, and driving continuous improvement in business analysis and analytics delivery practices.

Key outcomes

Lead business analysis that delivers desired data solutions for decision making	• Work proactively with stakeholders to understand business problems, opportunities and desired outcomes. • Lead discovery and requirements elicitation. • Create stakeholder alignment through facilitation, influence and evidence-based recommendations. • Apply a human centred and customer/user focused thinking to ensure requirements reflect business needs and practical outcomes
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WHANAKE TE TAI

	• Translate business needs into clear business, functional and analytical requirements.
Develop trusted analytical requirements	• Develop a strong understanding of business processes, source systems and the business meaning of data. • Define requirements for: KPI and measurement definitions, dimensions, visualisations, business rules and data quality. • Apply working knowledge of data warehousing, data integration, and data/semantic modelling concepts when developing analytical requirements. • Collaborate with BI developers, data engineers and solution specialists to ensure requirements are sufficiently detailed and understood. • Develop reporting wireframes, prototypes and reporting specifications to assist stakeholders and delivery teams in understanding, validating and refining reporting requirements.
Business Partnership	• Identify opportunities to improve business processes, performance measurement, decision making and analytical capability. • Provide advice and recommendations on solution options, business impacts and opportunities for improvement. • Promote reusable, sustainable and value-focused solutions. • Support the practical and responsible adoption of developed solutions.
Promote quality and continuous improvement	• Ensure data solutions align with agreed standards, practices and governance requirements. • Drive continuous improvement in business analysis, BI development and solution delivery practices. • Maintain awareness of emerging technologies, industry trends and evolving best practices. • Identify and assess opportunities where AI-enabled capabilities or other technologies may improve business analysis practices, BI solution delivery or customer-focused solutions.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Essential person specifications

A degree in a relevant field.

Proven experience delivering Business Analysis activities within data, reporting, analytics or business intelligence environments.

Strong stakeholder engagement, facilitation and workshop leadership skills.

Experience performing source-to-target mapping and translating business requirements into data requirements.

Working knowledge of data warehousing, data integration, data modelling and semantic modelling concepts.

Demonstrated ability to work effectively in a rapidly evolving technology environment and to continuously develop relevant professional knowledge.

Experience working collaborative way with team members and taking on cross-functional duties.

Experience working with Agile tools, such as Azure DevOps, Jira, Confluence (Beneficial).

Proven experience in providing advice and reports to management or governance.

Desirable:

Experience supporting Power BI reporting solutions.

Knowledge of Microsoft Azure, Microsoft Power Platform, and GIS solutions.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections