

Role Charter

POSITION:	GRADUATE DATA & REPORTING ANALYST
Reports to:	Manager Enterprise Architecture
Accountable to	Executive Manager Customer and Digital Services
Directorate:	Customer and Digital Services
Date revised:	October 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To undertake a graduate program in our Enterprise Architecture team, performing a variety of functions including, data analysis, reporting, and insight functions that support informed decision-making across Maitland City Council. Functions will include analysing and transforming complex data from multiple sources into clear, accurate, and actionable insights that support both operational and strategic outcomes, supporting design enhancements, and maintaining Council's data and reporting platform, including Power BI, Azure Synapse, and other components of the Azure data environment.

Core Accountabilities

1. Analyse and interpret data from multiple systems to identify trends, patterns, and insights that support operational performance, strategic planning, and continuous improvement.

2. Assist with the development and maintenance of data models, dashboards, and reports using Power BI and other analytics tools, ensuring accuracy, clarity, and alignment with Council's data standards and architecture.
3. Support the enhancement of Council's Azure data environment, ensuring data quality, reliability, and performance.
4. Collaborate with the Data Governance team and business stakeholders, contributing to data integrity, consistency, and compliance with information management policies and standards.
5. Work with key business areas (such as Finance, Engagement, and Strategic Planning) to understand reporting needs and deliver practical, data-driven solutions that inform decision-making.
6. Support data literacy and collaboration by sharing knowledge, promoting best practices, and helping users interpret and apply data insights effectively.
7. Maintain contemporary knowledge of data analytics tools, technologies, and trends, contributing to innovation and continuous improvement across the data and reporting function.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Completion of tertiary qualification in Data Analytics, Computer Science, Statistics, Engineering or a related discipline within the previous two years.
2. Demonstrated experience in Power BI, DAX, SQL, and data modelling within a data or business intelligence environment.
3. Demonstrated experience with Microsoft Azure data services such as Synapse, Data Factory and Azure SQL.
4. Ability to interpret complex data and present insights to both technical and non-technical audiences.
5. Proven ability to work effectively as a member of a team and contribute to team goals.

Desirable Criteria

1. Qualification in Information Technology, Data Analytics, or equivalent relevant field.
2. Experience with advanced analytics or predictive modelling, leveraging tools such as Python or Azure Machine Learning.

Date:

Agreed:

Employee Name

Employee signature