

# Research, Reporting and Systems Analyst

Stop is a well-respected and growing social services agency that provides its services across the South Island, in Christchurch, Nelson, Dunedin and Invercargill.

We are a specialist provider of high-quality community-based assessment and intervention services for adolescents and adults who have engaged in harmful sexual behaviour and for children with concerning sexual behaviours. Our service makes a difference in the lives of young people and families affected by sexual abuse.

We are expanding our Christchurch based team and are seeking a full or part time Research, Reporting and Systems Analyst to support our team on a 12 months' fixed term basis. This is a great role for a talented and passionate team player who wants to work for an organisation that makes a difference in the communities we serve.

## The role:

Based in our Christchurch office and reporting to the Chief Executive this role will be responsible for the administration, maintenance and ongoing continuous improvement of our business intelligence platform and IT systems that support our day-to-day operations. You will need to really understand data management and business systems, know how to ask the questions to get the answer and the way of getting the answer, and have a flair for dashboard design.

Main responsibilities include:

- Responsible for the development and completion of monthly board information for our stakeholders and board
- Preparation of quarterly stakeholder reporting along with any internal reporting or data analysis that may be required
- Assist to support our research projects from time to time in terms of completion of data mining analysis and reporting and other tasks that may benefit or support delivery of the research.
- Work with our IT partners to improve and develop our current M365 platform, power BI tool and Dynamics 365 client management system ensuring it is fit for purpose and user focused.
- Development or improvement of SharePoint and Teams to best practice including develop an intranet communications site for Stop.
- Be the key support person for IT systems administration and support for Stop staff, and work with Trinity Alliance's staff to resolve any issues and perform local administration functions.

The successful applicant will have the following attributes, skills and experience:

- Relevant qualification or working towards or equivalent work experience
- Experience in SQL, SharePoint, Microsoft Dynamics and Power BI
- Excellent writing and communication skills
- Experience with creating dashboards and reports and have a design flair in presenting these
- Data analysis and exploration
- Approachable and friendly
- Able to convert technical information into non-technical speak

Stop provides a very supportive, professional work environment with competitive salaries and staff benefits. We offer a positive and supportive work environment with a team of specialists in their field.

If you want to work for an organisation that truly makes a difference to the community apply today.

To be considered for this position, please click here to apply for this job:

<https://stop.bamboohr.com/jobs/view.php?id=36>