

# Job Description: Reporting & Insights Specialist



Function:	Operations
Position:	Reporting & Insights Specialist
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	TBC
Additional reporting line to:	Group Managers / Account Director
Position location:	Ireland

## 1. Purpose of the Job – State concisely the aim of the job.

The Reporting & Insights Specialist plays a key role in supporting Sodexo's client partnerships by transforming operational, financial, and workforce data into clear, compelling reports and presentation materials.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Total T/O TBC

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 4. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Reporting & Analysis

- - Consolidate data from multiple Sodexo systems to create performance reports.
- - Develop high-quality PowerPoint presentations for client meetings.
- - Analyse KPI trends and operational data.
  
- Data Visualisation & Insights
  - - Build dashboards, charts, and tables.
  - - Translate complex data into clear insights.
  
- Collaboration & Stakeholder Engagement
  - - Work closely with Site Managers, Finance, HR, and operational teams.
  - - Support Account Managers and Client Relationship Managers with bespoke reporting.
  
- Quality & Compliance
  - - Ensure all reporting meets Sodexo standards.
  - - Maintain data confidentiality.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Provide a high level of operational service support to management and operational staff, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations..
- Site compliance with relevant legislative and company standards within identified timescales and deadlines

Typical Outputs

- - Monthly and quarterly client performance packs
- - KPI dashboards and scorecards
- - Financial summary slides
- - Resource utilisation reports
- - Governance meeting slide decks

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Skills & Experience Required
  - Technical Skills
    - - Strong proficiency in Excel and PowerPoint.
    - - Experience with BI tools preferred.
  - Professional Skills
    - - Excellent attention to detail.
    - - Strong communication and visual storytelling abilities.
  - Experience
    - - Previous experience in reporting, data analysis, or MI.
  - Key Attributes
    - - Proactive, organised, and customer-centric.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Data driven
▪ Commercial Awareness	▪ Accuracy to detail

**9. Management Approval** – To be completed by document owner

Version	V001	Date	April 2026
Document Owner	Leanne Campbell		