POSITION TITLE	Data and BI Analyst/Developer
FUNCTION	Enterprise Applications
LOCATION	Information Services
REPORTING MANAGER	Enterprise Applications Manager
No OF DIRECT REPORTS	-

Prepared By:	Darren Morris	Date Prepared:	October 2020
Approved By:	Marc Flipo	Date Approved:	

POSITION PURPOSE

The position is responsible for managing data quality, reporting services including data warehouse, integrations support. The role is responsible for raising data quality and performance levels, providing a high level of data quality awareness across multiple staff profiles e.g. manager, front-line staff etc. and proactively improving the quality of reporting including evaluating and identifying where system enhancements are required

KEY RESULT AREAS:

KRA 1 – Data Quality

- Implement the data management strategy in regard to application development, exception reporting and remediation
- Implement maintenance plans to ensure data integrity and performance are at required standards
- Maintain the data quality toolkit including reporting and cleansing solution/s
- Developing and implementing test plans and scripts for various data quality processes.
- Maintaining manual and automated test scripts and recommending modification as per requirements.
- Coordinating with teams to design standards for present and prospective applications and databases.
- Maintaining an effective framework in coordination with technology teams for production systems.

KRA 2 – Data Operations

- Implement process for defining and documenting data requirements
- Ensure data flows are well mapped to business processes through all lifecycle phases
- Develop data flow diagrams showing the flow of data from authoritative originating sources to brokering and consuming systems
- Develop standard processes to define data sourcing requirements, acquire data, manage agreements, and interact with providers
- Embed data quality criteria into service level agreements with both external and internal providers
- Develop data validation routines to identify deviations to established data quality thresholds and targets developed in the service level agreements

KRA 3 – Supporting Processes

- Develop a measurement and analysis capability to support managing and improving data management activities
- Implement the measurement and analysis techniques and mechanisms for data collection, storage of measurement data, data reporting, and feedback
- Develop and maintain a usable set of data management process assets and measures, and plan, implement, and deploy data management process improvements

- Develop quality assurance evaluation mechanisms to evaluate performed processes and work products against applicable process descriptions, standards, and procedures
- Adopt the organisation's risk management approach (or develop a standard approach) for identifying analysing, documenting, and monitoring risks
- Develop best practises to ensure the integrity of data is maintained when changes occur

KRA 4 – Business Intelligence

- Translate business needs to technical specifications and design, build and deploy BI solutions (e.g. reporting tools)
- Maintain and support data analytics platforms (e.g. Azure Data Solutions) and create tools to store data (e.g. OLAP cubes)
- Evaluate and improve existing BI systems and develop and execute database queries and conduct analyses
- Create visualizations and reports for requested projects
- Develop and update technical documentation
- Provide ongoing reports on the effects of different strategies and observe any trends or issues to raise with senior management

KRA 5 – Integration Support

- Develop integrations supporting the solution architecture and enterprise data model
- Quantify and map existing interaction points between enterprise applications
- Supports integration to provide a single view on business-critical data
- Supply knowledge of integration best practice

SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE/SKILLS
- Proven experience as a BI Developer or Data Anayst/Scientist
- Education industry experience is preferred
- Background in data warehouse design (e.g. dimensional modelling) and data mining
- Experience in Data Visualisation, Analysis and Manipulation, Forecasting, Business Performance Analysis, and Report Enhancements
- In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework
- Familiarity with BI technologies (e.g. Microsoft Power BI, Tableau)
- Hands-on experience with SQL queries, SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS)
- Exposure to Azure Data Solutions
- Ability to decipher and organise large amounts of data
- Proven abilities to take initiative and be innovative
- Analytical mind with a problem-solving aptitude

COMPETENCIES
- Ability to convey complex information or ideas and tailor style to match the needs of range of people.
- Ability to use initiative to communicate new and innovative approaches to tasks/issues in relation to own role. Adopts a creative approach to doing things. Suggests new ideas and implements change outside areas of responsibility.
- Ability to work efficiently under moderate pressure and withstand significant setbacks and interference without allowing it to affect job performance. Maintains positive outlook under significant pressure.

- Ability to provide technical support for system maintenance/ upgrade. Ability to develop and maintain programs and databases. Apply knowledge to design/development of systems. Perform complex upgrades and test system and evaluate requirements.

- Acquires and passes on useful relevant or new information to others in, and outside, the team. Puts in place systems to ensure that expert knowledge is continuously acquired, enhanced, and passed on to others.

- Ability to achieve deadlines within expected timeframes. Ability to respond quickly to situations even when deadlines are demanding. Pushes self and others to action.

- Anticipates needs, analyses opportunities for improvement and makes sound recommendations.

- Exercises a professional approach to duties, treating colleagues and clients with courtesy and sensitivity.

- Adapts readily to changing situations and evaluates the merits of differing positions and adapts own position and functions accordingly.

- Ability to juggle multiple tasks when required. Demonstrates a flexible working style, will perform different or new tasks/duties when required. Ability to move between various tasks technology, equipment and/or roles.

- Demonstrates an active role in the team and contributes ideas. Works toward team tasks in a cooperative manner. Willing to be a team player with team members and other colleagues.

MBS GUIDING PRINCIPLES

MBS is a values-based organisation which means that we understand that the way we go about things, our behaviours, attitudes, and actions make a big difference to what we achieve. The way we do this is in consideration and demonstration of the following guiding principles:

Promote Diversity
'*We embrace our diversity to promote opportunities for growth, learning and innovation*'

Be Respectful
'*We are open to other opinions and emotions, treat each other with respect and care for everyone in our community*'

Work Collaboratively
'*We foster trust, build strong relationships and work together to achieve the best outcomes*'

Encourage Experimentation
'*We act with courage, recognising it's okay to speak out and take risks to innovate and grow*'

Act with Integrity
'*Be honest, transparent, trustworthy and fair*'

Be Accountable
'*Take responsibility for your decisions and interactions*'

Strive for Excellence
'*We strive for excellence in all our actions and interactions*'