Position Description

Title: Developer, Business Intelligence

HEW Level: HEW 8

Faculty/Office: Finance

Position Number: 

Department/Team: Financial Planning & Analysis

Date: January 2020

Position Purpose: Develop financial business intelligence data & reporting, own the employment budgeting & reporting processes end to end.

ORGANISATIONAL CONTEXT

The Finance division provides a broad range of Financial Services to support the University’s mission of teaching and research.

These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets in consultation with the University’s Faculties and Offices. Finance is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations, treasury, strategic procurement and asset management. The function is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

The function has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

Business Intelligence aims to obtain, curate and deliver essential organisation data to provide insights and understanding to senior management, with the aim of enhancing the quality of decision making. Within the FP&A team this pertains primarily to finance related data, but also requires ongoing connection with broader performance measures and BI delivery across the organisation.
### Key Accountabilities

- Build data warehouse and cubes to support reporting and analysis in the various reporting systems utilised by the University.
- Build read & write-back templates using VBA and SQL.
- Work on various projects to continually enhance the depth and quality of financial dashboards provided to the Executive Team.
- Maintain crucial reporting systems and perform administration until handover to more junior team member.
- Understand, maintain and improve various planning & reporting modules including stakeholder discussions and assessment of functionality.
- Expand existing systems and analytical tools to cater for the entire Macquarie University Group including its controlled entities and Hospital.
- Work with central data governance teams to align data sets and structures to the central data warehouse and then maintain integrity & governance.
- Provide support and training to finance staff using forecasting and budgeting tools as well as financial business intelligence reports.
- Support the FP&A team in any capacity as required.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### Position Context

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Head of Group Financial Planning and Analysis</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
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<tr>
<td>Key Direct Clients:</td>
<td>Staff members in own office or department</td>
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<td>Other Key Relationships:</td>
<td>Business Intelligence Reporting Team (BIR)</td>
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<td>Budget Accountability:</td>
<td>Nil</td>
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<td>Role-specific Conditions:</td>
<td>Criminal history check</td>
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<td>Scope and autonomy</td>
<td>Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives.</td>
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<td>Problem solving</td>
<td>Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.</td>
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**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Service Focus</strong>: Making stakeholders, staff, key contacts and their needs a priority.</td>
<td><strong>Accountability</strong>: Assuming responsibly for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.
SSAS (SQL Analysis Services) development experience – multidimensional cube building
SQL coding proficiency
Strong VBA skills
MDX coding experience preferred
Strong Excel skills
Strong exposure in working with data, systems and processes from core financial functions (general ledger, payroll etc).

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.
University specific knowledge to be acquired:
Financial Services’ systems functions and structure.
Knowledge of Financial Services’ policies, systems, processes and procedures.
Knowledge of how the University works and how relevant functions across the University interrelate

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.
Experience building multidimensional cubes (SSAS, SSIS), SQL coding and VBA coding.
Experience working with employment data and employment forecasting/modelling is a big PLUS.
Experience working with financial budgeting systems
Experience in getting the most out of other departments (e.g. IT, Finance, Sales) to complete projects and align data
Experience with Calumo, PowerBI, Tableau would be favourable
Building relationships and managing external consultants
Ability to communicate with staff at all levels.
Working with stakeholders to understand and develop reporting/business intelligence requirements.