**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 2/10/2024 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Business Intelligence Analyst** |
| **Position Number:** | 00019277 |
| **Classification:** | HEO7 |
| **Faculty/Division:** | University Operations |
| **School/Branch:** | Planning and Analytics |
| **Reports to (position title):** | Manager, Business Intelligence and Analytics |
| **Delegations:** | Relevant HR and Financial delegations prescribed to the position as per the University delegations’ database. |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability * Some interstate travel may be required * Occasional work will be required outside standard business hours |
| **Significant Working Relationships:** | * Chief Data & Analytics Officer * Director, Data and Analytics * Analysis, Service and Engagement Team * Manager, Data Services * Learning and Teaching staff * Finance and Procurement Services Staff * Human Resources Staff * Research Services Staff * Student Administration Staff * Information Technology and Digital Services Staff |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The Planning and Analytics branch is a part of the University’s Division of University Operations, which provides enabling services and resource capabilities to support the University’s teaching and research objectives and activities. Planning and Analytics supports strategic and operational planning, performance reporting, data and analytics, and survey/data management within the University. The branch assists with developing the University's Strategic, Operational and Business Plans plus monitoring their implementation performance.  The branch includes Analysts, Business Intelligence and Analytics developers, Data Engineers and Planning Officers who acquire, compile and interpret information to help the University create its plans and achieve its goals.  Working under limited direction working with a degree of autonomy the Business Intelligence Analyst is responsible for the assessment of information and analytical needs of business units and supporting the design and development of technology solutions to improve decision making. |

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| **KEY RESPONSIBILITIES** | |
| Elicit data, information and business requirements | * Contribute to the gathering, coordination, analysis and documentation of business requirements using appropriate methodologies. * Identify the problem space through techniques using qualitative and quantitative data analysis * Respectfully challenge business units on their assumptions and distinguish true business needs from user wish lists * Contribute to data analysis and business process analysis on business systems to identify data sources, data quality issues and to contribute to data pipeline design |
| Define and document reporting and analytics solutions | * Define requirements by critically evaluating information gathered from multiple sources, reconcile conflicts, decompose high-level information into details and abstract up low-level information to a general understanding * Decompose requirements into user stories documenting business rules, interactions and complex calculations in natural language * Develop and maintain user and technical documentation |
| Business Intelligence Development | * Support the design, development, testing, deployment and maintenance of reporting and data visualisation solutions to support business outcomes, adhering to reporting standards and guidelines * Contribute to review of new or modified analytics/reporting methods and procedures to improve report content and completeness of information * Understand and comprehend system changes as they affect data, reports, and business intelligence solutions * Stay abreast of industry best practice for business intelligence and data visualisation best practices |
| Service and Relationships | * Maintain effective professional relationships and ensure ongoing communications with all stakeholders including academic and professional staff, and students. * Collaborate with stakeholders and subject matter experts to execute on requirements and build rapport * Ensure all service requests and development tickets are logged with regular updates to the requestor until closure. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**  **Essential:**   1. Demonstrated experience in analysis and reporting development 2. Interpersonal, communication and negotiation skills appropriate for working with a wide range of stakeholders, both within the University and externally. 3. Experience in stakeholder engagement, expectations and relationship management. 4. Demonstrated knowledge of data management and business intelligence concepts and practices. 5. Advanced Microsoft Office skills. 6. Experience in utilising agile delivery methodologies, including tools such as Jira. 7. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.   **Desirable:**   1. Experience with Business Intelligence tools such as Cognos, Power BI, Tableau, etc. 2. Experience with relational data bases such as Oracle or Microsoft SQL Server.   **Qualification/s:**   * Tertiary qualification in a computer science or related discipline at Bachelor level or an equivalent combination of relevant experience and/or education/training. |