



Position Description

Position Title:	Business Intelligence Analyst
Position Classification:	Level 8 (dual classification)
Position Number:	315997
Faculty/Office:	Information Technology
School/Division:	Information and Solutions Delivery
Centre/Section:	
Supervisor Title:	Manager Business Intelligence
Supervisor Position Number:	315996

Your work area

UWA is making significant investments in Information Technology services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the University's strategic objectives.

Reporting Structure

Reports To: BI Manager

Your role

As the appointee you will work independently and provide University-wide strategic, analytical and technical support for BI activities. You will act as an intermediary between the business and Information Technology (IT) communities working with clients at all levels to collect, clarify, and translate business requirements into documentation and conceptual designs (using appropriate tools and models) from which BI solutions are developed. You will also be heavily involved with the definition, creation, distribution, and successful delivery of all BI reports and dashboards. You are an active thought partner and help shape the technology demand among the University community.

Key responsibilities

Conduct investigation and analysis to elicit and document detailed business requirements and rules, using a variety of elicitation methods, translating these into technical requirements to achieve delivery of desired information to the business

Design, develop, and maintain reports and analytical BI solutions

Participate in data cleansing, transformation, migration, profiling, and improvement activities in support of business outcomes

Use current knowledge of the business and BI technology to recommend system and process improvements

Identify projects to optimise business efficiency, effectiveness and agility

Evaluate alternate solutions which includes: user impact considerations, cost and benefit analysis, and analysis of specifications

Critically evaluate information gathered from multiple sources, reconciling conflicts, abstracting up from low-level information to a general understanding, and working with customers to identify unfulfilled business needs and problems

Coordinate technical and user acceptance testing, document user manuals to describe application installation and operating procedures

Other duties as required

Your specific work capabilities (selection criteria)

Relevant University degree (business, information technology/ systems, computer science, or postgraduate qualification) or equivalent work experience

Substantial relevant experience working with business users to define and develop detailed requirements in a complex systems environment

Demonstrated aptitude and willingness to adapt to new technologies, processes, and changing business requirements

Excellent written and verbal communication, relationship building, and stakeholder management skills with a demonstrated ability to communicate complex information in an easily digestible format tailored to the audience

Excellent planning and organisational skills with the ability to set priorities and meet deadlines, and create a variety of documents including data models, technical specifications, use cases, and business processes

Experience working on BI projects; in designing and maintaining BI solutions with particular focus on data modelling, transformation, migration, and profiling in large and complex environments

Advanced knowledge of MS Office, MS SQL Server, and Data Warehouse architecture. Experience working within a SAS environment is desirable

Ability to work independently, show initiative, and work productively as a senior member of a team

Strong analytical and problem solving skills coming from a business analyst background

Working knowledge of the Higher Education sector is desirable

Special Requirements (selection criteria)

Some after hours may be required.

Occasional weekend work

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.