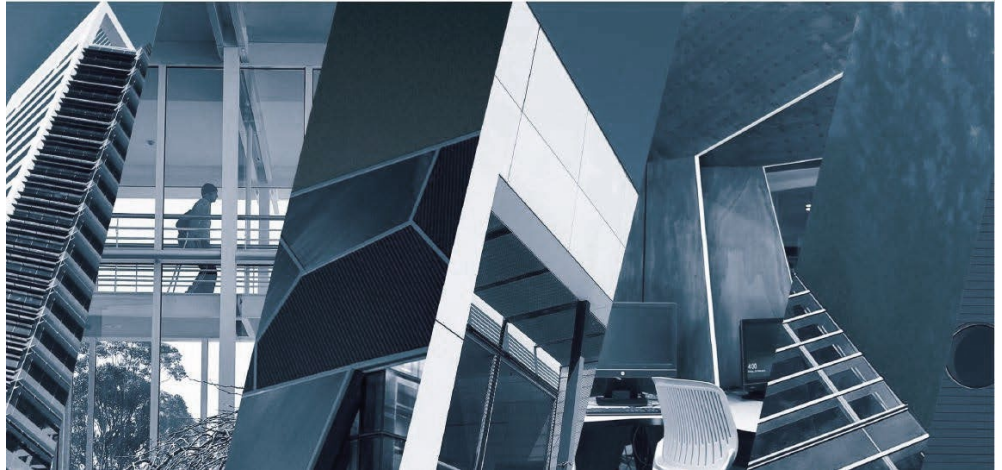


Position Description



Position title:	Senior Business Intelligence Developer
School/Section/VCO:	Finance
Campus:	Berwick or Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW 7 range
Time fraction:	Full-time or Part-time (0.8) will be considered
Employment mode:	Continuing appointment
Further information from:	Manish Lalwani Telephone: (03) 4313 7925 E-mail: m.lalwani@federation.edu.au
Recruitment code:	849995

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Directorate

The Finance team is an integral part of the business strategy and decision-making process focusing efforts in delivering strategic and operational support to the programs and services.

Finance values have been developed to align to those traits inherent in a modern high performing team. The team has a diverse range of functions which ultimately support the core academic delivery. It is important that the right skills and behaviours within the Finance Directorate are inherent to drive success.

The following values are encouraged and evident in Finance Directorate, Collaborative, Accountable, Proactive, Enterprising, and Respectful.

Position summary

The Senior Business Intelligence Developer supports the University's operational performance providing analysis, advice and information allowing senior stakeholders to make informed decisions ensuring government reporting and compliance remains.

The Senior Business Intelligence Developer will participate in projects to improve information through datasets, software, modelling, forecasting and improved data visualisation. In addition to working collaboratively with key stakeholders to scope, provide insightful analytics, writing reports, preparing high quality visualisation drawn from a number of data sources to ensure the results can be used for strategic decision-making purposes.

The Senior Business Intelligence Developer will also support the development and implementation of metrics and proactive reporting to maximise student retention as the University further develops and enhances its Business Intelligence systems. This position will design reporting objects utilising the Universities Data Infrastructure, to incorporate sector data and provide trend analysis and predictive analytics around domestic and international Higher Education and Vocational Education Training program demand.

Key responsibilities

1. Work with business partners to capture requirements and business needs and translate those in BI solutions using the University's data Infrastructure. Including preparing data visualisations using appropriate technology (SQL Server, Power BI, SharePoint) that support evidence-based decision making
2. Lead the preparation and analysis of data in support of a range of standard and occasional institutional projects relating to market demand, program performance and student retention. This includes QILT, Good University Guide, VTAC, NCVER, Department of Education, HEIMS, Universities Australia, TEQSA, ASQA et al.
3. Contribute to continuous improvements in internal reporting and analysis around new and existing program development, particularly pulling together a range of datasets (internal/external) to identify potential program growth/weakness in demand.
4. Provide a range of advice and support relating to data analysis, cleansing and validation for analysis and performance reporting. This includes providing an independent point of Verification for all external government submitted data.
5. Using the University's Data Infrastructure, provide meaningful data analysis, forecasting, implementation of predictive analytics, reports, presentations and recommendations in relation to a range of topics including (not limited to) student retention, load planning and progression, completion, admission data.
6. Develop and document significant processes and procedures relating to this position, adhering to Planning, Analytics and Reporting Team's agreed documentation standards.
7. Contribute to cross team collaboration and stakeholder engagement, particularly providing cross functional Team support, as required.
8. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
9. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Position and Organisational relationships

The Senior Business Intelligence Developer reports to the Manager, Business Intelligence.

In the provision of services, the position will be required to work collaboratively with other members of Planning, Analytics and Reporting Team, and with Academic and Administrative portfolios.

Level of Supervision and responsibility

Under broad direction of the Manager, Business Intelligence, the position will have latitude to develop and refine data model design, maintenance and reporting in relation to student load data repositories, ensuring accuracy at all times.

It is expected the position will have a good understanding of data querying, analysis, dashboard development in order to conduct analyses, present results and be able to validate the data, as the successful incumbent will communicate and negotiate with clients, conduct analysis and modelling, and preparing reports/submissions with recommendations.

The position ideally requires a reasonable level of understanding of the multi-sector perspective and understanding of key issues in Vocational Education and Training (VET) and Higher Education (HE).

The position covers a range of data management and reporting processes relating to performance monitoring of the University's VET and HE training delivery. The position is expected to work as an effective key part of the Planning, Analytics and Reporting Team in its support of Business Intelligence, planning, and reporting functions of the University as a whole.

Training and qualifications

Completion of a relevant degree with relevant experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a relevant degree with relevant experience and, specialist expertise or broad knowledge, in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Ideally, demonstrated knowledge of the Higher Education and/or the Vocational Education and Training sectors in Australia.
3. Demonstrated competence writing Complex SQL queries and complex Power BI Dax Formulas to analyse large datasets specifically how this experience applies to visualising, presenting and reporting information in a fit for purpose, easy to understand, attractive and highly targeted reports/presentations for a range of stakeholders.
4. Demonstrated strong data analysis skills including data extraction, querying, cleansing, development/maintenance of data models and data repositories, combined with the ability to interpret findings.
5. Demonstrated teamwork, collaboration, investigation, thinking and problem solving skills, showing accountability and innovation in a fast paced environment.
6. Proven ability to undertake reporting process improvements by ensuring contemporary practices in Business Intelligence reporting are utilised in the provision and distribution of accurate, timely and concise information.
7. Demonstrated effective communication skills, customer service, stakeholder engagement, ability to engage pro-actively, and to consult with a broad range of internal and external people.
8. Demonstrated organisational skills with a focus on attention to detail with the ability to work autonomously and collaboratively to achieve results with competing deadlines.
9. Demonstrated ability to create and maintain standards, procedural and reporting documentation related to data model and reporting developments, submissions and solutions.
10. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Federation University Australia
Union Enterprise Agreement
2019–2021
Academic and General Staff Employees