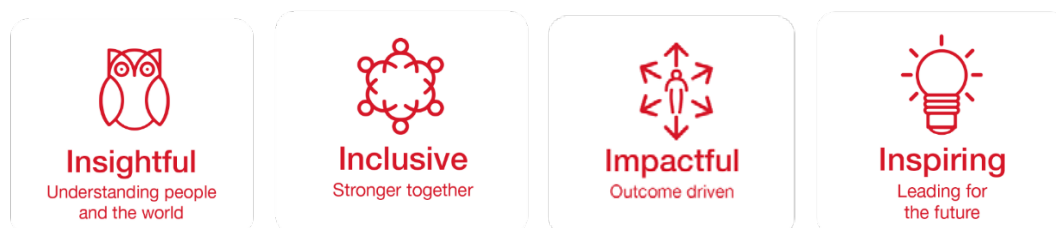


Manager, Data Warehouse and Business Intelligence

Office of Strategic Planning and Information

Classification	Level 8
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	5 April 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Office of Strategic Planning and Information

The Office of Strategic Planning and Information is responsible for leading the University's strategic planning, information and intelligence, and project services to support the University in achieving its strategic objectives.

The Information and Analysis team within the Office are responsible for the development of a range of information products to support insight and decision making and provide business intelligence, information analysis, and government liaison and load planning services.

Organisational Chart

https://cdn.csu.edu.au/_data/assets/pdf_file/0018/2420064/SPI-Org-Chart-Aug2016.pdf

Reporting Relationships

This position reports to: Senior Manager, Strategic Information and Analysis

This position supervises: Senior Developer, DWBI
ETL Developer x2
Data Analyst (Compliance)

Key Working Relationships

- Manager, Student Systems
- Manager, HR Systems
- Director, Learning Technologies
- Senior Enterprise Architect
- Enterprise Architect, Information

Position Overview

The Manager, Data Warehouse and Business Intelligence is located within the Office of Strategic Planning and Information, and is responsible for the development and maintenance of CSU's logical data warehouse and business intelligence capability to support the University's commitment to evidence-based decision making.

The incumbent will be responsible for managing a team delivering projects within the data warehouse and business intelligence development program, leading business analysis activities, and working closely with stakeholders to develop project scope, priorities and goals. The incumbent will also liaise closely with data stewards and the Division of Information Technology (DIT), and contribute to CSU data governance activities.

Principal Responsibilities

- Lead the design, development and ongoing management of the University's logical data warehouse and business intelligence capability, ensuring the function provides significant business value and is developed and maintained in accordance with industry best practice.
- Monitor developments and trends in data warehousing and business intelligence methodologies and technologies, and provide recommendations regarding the future direction of the business intelligence architecture.
- Conceptualise, develop and execute new project proposals, roadmaps, requirements documentation, project and operational plans, progress reports and presentations, as required.
- Apply project management techniques to oversee the data warehouse and business intelligence development program, in collaboration with Reporting & Analysis team, other internal stakeholders

and external consultants. Effectively manage scope, quality, timelines and cost to deliver project outcomes.

- Lead the data warehouse and business intelligence team, providing high level technical expertise and overseeing delivery and continuous improvement, performance management and work planning.
- Proactively engage with stakeholders to deliver expert advice, manage expectations and strengthen the internal profile of business intelligence and management reporting services across the University.
- Develop a deep understanding of the University's data and reporting systems, and working closely with data stewards to ensure the integrity, viability and value of data collected and utilised in the University's data warehouse.
- Contribute to organisational data management and governance through participation in the University's data governance activities, ensuring an effective approach to data governance for the data warehouse and business intelligence solution.
- Manage the timely and accurate submission of HEIMS reporting obligations and development of related systems and processes.
- Other duties appropriate to the classification as required.

Capabilities

Get Results	Service Focused: <i>Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, Student welfare, equity & conduct)</i>
	Business Savvy: <i>Continually look to add commercial value in our roles, processes and ways of working</i>
	Innovative: <i>With creativity at our core, be open to new ideas and seek to find better ways</i>
Take Ownership	Live our Values: <i>Uphold the CSU values daily in our own behaviours and interactions with others</i>
	Take Action: <i>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)</i>
	Adapt to Change: <i>Explore the reasons for change and be willing to accept new ideas and initiatives</i>
Collaborate with Others	Network: <i>Bring people together and build relationships that deliver desired benefits and outcomes</i>
	Listen Closely: <i>Dig deep to understand others, using self-insight to build team spirit and recognise efforts</i>
	Influence: <i>Create compelling arguments to persuade others and promote ideas that add strategic value</i>

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant postgraduate degree or an equivalent combination of relevant experience and/or education, training or experience.
- B. Demonstrated ability to provide leadership to a team of technical professionals and manage external consultants to successfully deliver and support data warehouse, business intelligence and predictive modelling solutions in complex environment with competing priorities.
- C. Well-developed understanding and experience in the development, implementation and support of an analytics function in a complex environment, including a fluent technical understanding dimensional modelling, ETL, analytics related programming languages, modern data architectures and predictive modelling tools.
- D. Strong communication skills and extensive experience in facilitating, consulting, influencing and building credibility and rapport with senior management, vendors and other stakeholders and ability to translate ideas, concepts and information into written and verbal form.
- E. High level ability to apply strategic and innovative thinking to develop options, critically evaluate alternatives, and implement integrated and innovative solutions to complex issues.
- F. Understanding of information and data governance principles, and the ability to work within and contribute to an information management framework.
- G. Comprehensive knowledge of Microsoft Business Intelligence technology and Tableau, or ability to acquire required knowledge.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)