

Business Intelligence Officer

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Digital Services Lead	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

This position will provide high quality business and data analysis and intelligence, in order to meet the strategic objectives of Cultural Services department through business improvement.

Key Responsibilities and Outcomes

As a Business Intelligence Officer you will:

- Lead the development and implementation of Cultural Services data collection and analysis to ensure timely and highly accessible information and reporting.
- Review emerging business requirements and provide business process mapping to support continuous business improvement.
- Support the planning and implementation systems and processes changes that support senior leaders to deliver optimal customer experience.
- Build strong relationships within internal and external stakeholders, to optimise service outcomes with a strong emphasis promoting and facilitating change.
- Contribute to a positive team environment to drive a high performance, continuous improvement and customer focused team culture.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. *As a team member you will take individual accountability for demonstrating the values expectations and behaviours.*

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
<ul style="list-style-type: none"> • Strong skills in reporting, analytics, dashboards, PowerBI and similar data visualisation tools. • Demonstrated understanding of enterprise systems and processes, including ETL. • Well-developed business analytical skills to provide sound advice and facilitate business improvement. • Strong ability to apply project management principles in a Digital Solutions environment. • Demonstrated ability to build productive partnerships with internal and external stakeholders. • Excellent interpersonal skills with an ability to contribute in a positive and fast paced team environment with a strong focus on provision of quality customer service.

Qualifications
<ul style="list-style-type: none"> • Tertiary qualification in Data Science or related discipline and/or relevant experience. • Current Confirmed Suitability for Child Related Employment from the Queensland Commission of Children and Young People (Working with Children Check) or ability to confirm suitability within two months of engagement. • Current C class drivers' licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.