UNIVERSITY OF WOLLONGONG

POSITION DESCRIPTION – Professional Services Staff
For levels 6/7 and above

Position Title:	Business Intelligence Analyst	Level:	6/7
Faculty/Division:	CFO	Department/Location:	Performance Indicator Unit

Primary purpose of the position:

The primary responsibility of this position is support the team's Business and Technical Analysts by delivering Technical Design, Development, Testing, Migration and Maintenance activities of all technical components in the University's Performance Management Architecture encompassing the University's Business Intelligence and Data Warehousing implementations.

Position Environment:

The performance indicators unit aims to improve University performance through enhancing business decision-making by offering a seamless and secure architecture that provides business users with access to accurate, meaningful and shared data in a timely manner. The role of the Business Intelligence Analyst will supports the project team by delivering the business Intelligence environment, reporting packages and solutions to meet the needs of the University.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Assist the Design, Development and Maintenance of Data Marts which are integrated into the Enterprise Data Warehouse		30	
2.	Assist the Design, Development and Maintenance of Reports, Cubes, Dashboards and other reporting and visualisation technologies to deliver business requirements		20	
3.	Assist the Design, Development and Maintenance of Performance Indicators Technical Architecture including software, servers and portal environment		15	
4.	Assist the Design, Development and Maintenance of Metadata Models and Data Dictionaries to support enterprise wide data management		15	
5.	Assist the Design, Development and Maintenance of a security framework to ensure integrity of data access and minimise breach risk		10	
6.	Design and Implement initiatives to improve the quality of University data		10	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
8.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/	To ensure a safe working environment for self & others.	Ongoing	

	document			
9.	Operate within the University's Quality Management Framework and observe it's Key Principles		Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Senior Manager, Performance Indicators Unit
The position supervises the following positions:	N/A

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Business Analysts, UOW	Deliver on Business Requirements to meet stakeholder expectation
Technical Analysts	Technical issues and challenges
Information Management and Technology Services	Partnership on Design, Implementation and Architecture
Director, Financial Operations	
Director Information Management and Technology Services	

Key Challenges:

1. Delivering complex projects within a timeline
2. Delivering value to a diverse range or stakeholders
3. Achieving added long term value by improving related processes and data
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues
5. .. Implementation and delivery of projects in a dynamic environment

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Experience in Report Development and problem solving skills
- Advanced SQL Skills
- Experience with Extraction, Transformation and Load Processes (ETL)
- Strong understanding of Data Quality, data testing and Information Management principles

- Experience working with Project Managers and Business Analysts and working as part of a team
- Excellent time management skills and the ability to meet deadlines

Desirable:
- Experience using IBM Cognos Business Intelligence products, OLAP technologies or similar product suite
- Experience with writing database queries for one of the following applications SMP, Allesco, JDEdwards, RIS
- Experience in Oracle PL SQL
- Experience with LDAP Security

SELECTION CRITERIA - Education & Experience:

Essential:
- Relevant Tertiary Qualifications
- Previous experience in Business Intelligence, Data warehousing and Information management environments
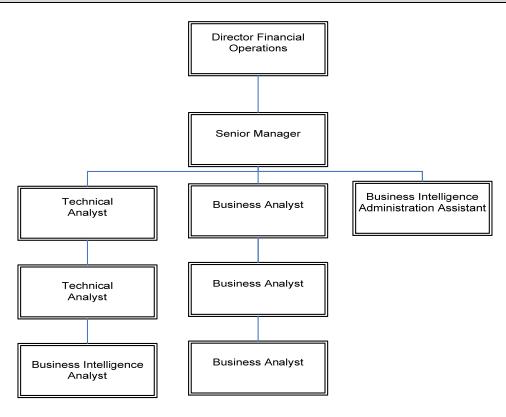
Personal Attributes:

Essential:
- Ability to assimilate information rapidly
- Ability to work under time constraints
- Comfortable working independently and in a team environment

Special Job Requirements:

Some after hours work may be required to support scheduled system maintenance tasks

Organisational Chart:

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                    ┌──────────────────────┐
                    │  Director Financial  │
                    │      Operations      │
                    └──────────┬───────────┘
                               │
                    ┌──────────┴───────────┐
                    │    Senior Manager    │
                    └──────────┬───────────┘
         ┌─────────────────────┼─────────────────────┐
┌────────┴────────┐   ┌────────┴────────┐   ┌─────────┴──────────┐
│    Technical    │   │    Business     │   │ Business Intelligence │
│     Analyst     │   │     Analyst     │   │ Administration Assistant │
└────────┬────────┘   └────────┬────────┘   └────────────────────┘
┌────────┴────────┐   ┌────────┴────────┐
│    Technical    │   │    Business     │
│     Analyst     │   │     Analyst     │
└────────┬────────┘   └────────┬────────┘
┌────────┴────────┐   ┌────────┴────────┐
│    Business     │   │    Business     │
│  Intelligence   │   │     Analyst     │
│     Analyst     │   │                 │
└─────────────────┘   └─────────────────┘
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