



POSITION DESCRIPTION | BI & DATA ANALYST

Position Title:	Business Intelligence (BI) & Data Analyst
Classification:	SGW Enterprise Agreement Band 7
Salary Range:	\$77,740.52 - \$85,867.08
Department:	Corporate Services
Position Type:	Permanent, Full Time

Organisational Overview:	<p>South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns, across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems.</p> <p>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</p>
Position Overview:	<p>SGW is seeking a Data professional that is able to make sense of complex data sets and turn them into meaningful insights that can be utilized by the business.</p> <p>The role will have focus on the development and management of the data/information and Business Intelligence (BI) frameworks and technologies that supports the business.</p>
Reporting Relationship:	<p>This position reports to Information Technology Manager</p> <p>Roles directly reporting to this position include: Nil</p>

Duties:	<p><u>Position:</u></p> <ul style="list-style-type: none"> • Develop relationships with key Business Intelligence and data users within the business to provide continual service and support of organisational data and information reporting. • Administration, maintenance and development of Business Intelligence system, data and reports • Developing new capabilities for clients beyond static reports and spreadsheets, taking their data and bringing it to life • Vigilance of data quality for key business measures and upkeep of business master data to ensure availability and integrity • Undertake data processing and information reporting improvements projects • Provide administration and improvements of the corporations Databases and Data stores • Demonstrate SGW's Trademark Behaviours, which are: <ul style="list-style-type: none"> ○ Clarity – Be up front ○ Unity – Promote the organisations positions
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	<ul style="list-style-type: none"> ○ Delivery – We work Hard to deliver outstanding value and results ● Other duties as required within the range of skills, competence and training of the employee <p><u>Corporation:</u></p> <ul style="list-style-type: none"> ● Ensure public safety by observing and reporting all potential public liability risks ● Act in a responsible manner in all matters where the environment is impacted by SGW’s operations ● Ensure reasonable care is taken for own health and safety as well as the health and safety of others and that no one is adversely affected by workplace activities or omissions ● Ensure the security and maintenance of SGW’s property to ensure they meet their service objectives efficiently and effectively ● Report any known security issues or risks to SGW’s property ● Adhere to all SGW Policies and Procedures ● Demonstrate inclusive and respectful behaviours at all times ● Adhere to SGW’s and the Victorian Public Sector Commission’s (VPSC) Code of Conduct
<p>Accountability and Extent of Authority :</p>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> ● Responsible for the development, implementation and maintenance of the Business Intelligence systems that support the organisational processes and decisions. ● Responsible for ensuring that data is managed for integrity, security and availability. ● Responsible for ensuring that all databases are managed, secure and optimised for best performance. ● Responsible for the provision of complex business reporting requirements through the provision of data collection, data processing and reporting processes ● Provide specialist advice to ICT Manager on improvements and efficiencies in data management. Recommendations will have significant effect on policy development.
<p>Judgement and Decision Making:</p>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> ● Make day to day decisions on Business Intelligence requirements and data management where guidance is not always available.
<p>Specialised Skills and Knowledge:</p>	<p><i>Knowledge and skills in the following areas are required:</i></p> <ul style="list-style-type: none"> ● Knowledge & Experience in Business Intelligence systems with the ability to search for new and innovative solutions and collaborative opportunities. ● Demonstrated experience of the administration and provision of Business Intelligence systems ● Demonstrated experience in administration and support of databases.

	<ul style="list-style-type: none"> • Knowledge and experience of current Data management practices • Demonstrated skills in the support of key business stakeholders.
Management Skills:	<p><i>The incumbent requires, and should be able to demonstrate:</i></p> <ul style="list-style-type: none"> • Proven time management skills with the ability to set individual priorities, coordinate and manage concurrent tasks, plan and organise tasks and set work schedules to ensure objectives are met within the prescribed timeframe and to maintain work output in times of increased workloads. • The management skills to achieve objectives despite conflicting pressures. • The ability to work with minimum supervision on defined tasks or projects. • The ability to work effectively in a team environment. • Experienced problem solving, interpretation, reasoning and judgement skills with an ability to identify problems and recommend improvements to systems, procedures and processes.
Interpersonal Skills:	<p><i>The position will be required to:</i></p> <ul style="list-style-type: none"> • Liaise with all levels of the Corporation as required in order to provide high quality and timely data and reporting service and advice in order to increase the organisation's knowledge and efficiencies in this area. • Liaise with data and system owners to provide high quality information reporting with the ability to persuade, convince or negotiate desired outcomes. • Have well developed written and verbal communication skills. • To ensure excellence in Customer Service by responding to enquiries from staff in a professional and timely manner. • To participate as a member of the ICT team and to contribute to the overall achievement of the Group's objectives. • Demonstrate the ability to work effectively and contribute in a team environment.
Qualifications and Experience:	<p><i>The requirements of the position are:</i></p> <ul style="list-style-type: none"> • Degree or diploma qualified with a couple of years' relevant experience. • Demonstrated experience in the delivery Business Intelligence systems. • Demonstrated experience in administration and support of data and database applications. • Demonstrated understanding of data collection and reporting technologies • Demonstrated skills in the transfer of knowledge in a training environment.
Position Requirements:	<p>Satisfactory National Police Check and a willingness to renew every three years or prior to expiry</p> <p>Victorian Drivers Licence</p>

Key Selection Criteria:	<p>Along with the required qualifications, the ideal candidate must be able to demonstrate:</p> <ol style="list-style-type: none"> 1. 2-3 years industry experience within the Business Intelligence, Data Management or Data Analytics 2. Innovation and have a passion for Information Management and relevant technologies 3. Ability to develop strong relationships with key stakeholders 4. Ability to deliver Business Intelligence solutions to the business 5. Ability to support the business in the use data and information for the identification of opportunities 6. Knowledge and experience in the use of Database and BI technologies 7. Knowledge and experience in the management of corporate data
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I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all Corporation policies and procedures.

Employee Name: _____

Employee Signature: _____ Date: _____

Managing Director Signature: _____ Date: _____