

Position Description

Position Title	Business Intelligence Specialist
Portfolio	Executive and Corporate Services
Reports To	Manager Business Intelligence and Analytics
Employment Type	Full-Time
Location	West Leederville

Team Overview

The Business Intelligence (BI) team is dedicated to leveraging data to foster evidence-based decision-making across the organisation. By transforming raw data into actionable insights, the BI team empowers various Portfolios to make informed decisions that enhance efficiency and drive strategic initiatives. The team specialises in data analysis, reporting, and visualisation, and is pivotal in establishing and maintaining robust data governance practices to ensure data quality, integrity, and security throughout the organisation.

Position Purpose

The Business Intelligence Specialist plays a crucial role in the organisation by extracting, loading, and transforming data, building robust data models, and designing and developing insightful reports and dashboards. These outputs are crafted to meet the specific requirements of both internal and external stakeholders, facilitating evidence-based decision-making that enhances organisational performance and outcomes.

Key Accountabilities

Data Infrastructure	<ul style="list-style-type: none"> Design, implement and maintain Data Warehouse/Lakehouse using MS Fabric. Collect relevant data from internal and external sources, including (databases, spreadsheets, APIs, etc.) Ensure data is held in a unified dataset for analysis. Implement and maintain ETL (Extract, Transform, Load) processes to ensure data accuracy and integrity. Reviewing of systems and processes to ensure continuous improvement.
Data Analysis and Modelling	<ul style="list-style-type: none"> Perform exploratory data analysis (EDA) to identify patterns, trends, and anomalies. Develop and apply statistical models and Machine Learning (ML) techniques to extract meaningful insights
Reports and Visualisation	<ul style="list-style-type: none"> Create complex interactive visualisations and dashboard customisation to drive decision-making and change.



	<ul style="list-style-type: none"> • Develop reports for both internal and external stakeholders.
Business Partnering	<ul style="list-style-type: none"> • Perform requirements analysis • Manage tactical stakeholder engagement and expectations. • Align systems and processes with organisational initiatives and strategic plans. • Continuous cross-collaboration with Portfolios to understand their data and reporting needs and deliver high-quality products. • Assist with queries and data requests from the organisation.
Data Integrity	<ul style="list-style-type: none"> • Assist in developing and reviewing the Data Governance Framework and guidelines. • Implement and apply data governance guidelines to all BI solutions. • Ensure data integrity, including appropriate data validation checks and quality monitoring.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates. • Receive advice and report on progress towards business objectives and future directions. • Provide expert advice and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions. • Report on progress towards business objectives and discuss future directions.
Team	<ul style="list-style-type: none"> • Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of teammates. • Foster a sense of unity and cooperation to achieve shared goals.
Stakeholders	<ul style="list-style-type: none"> • Engage with business system users to understand needs, confirm development plans and implement user acceptance testing. • Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.



External	
Supplier/Service Providers and Consultants	<ul style="list-style-type: none">• Manage expectations and resolve issues.• Communicate needs and facilitate routine business transactions.• Assist with any routine contracts and service agreements negotiations.• Assist with managing contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key Competencies

Knowledge and Experience	<p>Qualification:</p> <ul style="list-style-type: none">• Bachelor’s degree in Computer Science, Data Science, Information Technology, Statistics, or a related field (highly desirable) <p>Professional Experience:</p> <ul style="list-style-type: none">• Proven experience in Business Intelligence, data analysis, or a related role.• Proficiency in Microsoft Fabric applications like Power BI, Synapse Data Engineering, Data Factory, etc.• Experience with data querying languages (e.g., SQL) and programming languages (e.g., Python, R).• Experience with data warehousing and ETL principles and processes.• Demonstrated experience in creating Power BI reports end to end.• Experience building Data Warehouses or Lakehouses.• Knowledge of data visualisation principles and best practices.
Skills	<p>Technical Skills:</p> <ul style="list-style-type: none">• Strong analytical, problem-solving, and critical-thinking skills.• Demonstrated Advanced Excel Skills.• Familiarity with cloud platforms, including Azure. (desirable)• Understanding of machine learning and predictive analytics (desirable). <p>Communication Skills:</p> <ul style="list-style-type: none">• Experience in communicating with stakeholders and managing stakeholder expectations.• Demonstrated experience in designing and presenting information for varied audiences. <p>Other Skills:</p> <ul style="list-style-type: none">• Excellent collaboration, communication, and interpersonal skills.



	<ul style="list-style-type: none">• High organisation, time management, and prioritising tasks effectively.• Strong influencing skills.• Ability to solve and interpret complex problems and analyse complicated processes.
Behaviours	<ul style="list-style-type: none">• Guide and support others in collaborative efforts, fostering a culture of cooperation and teamwork.• Deliver on own commitments and accountabilities.• Develop well-supported recommendations based on research findings, seeking support where needed.• Support a culture of continuous improvement and foster innovation in service delivery.• Show an awareness of the principles of Workplace Health & Safety and apply them by taking care and being alert about issues in the workplace.
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none">• Respect: We treat everyone with honesty, integrity, and respect.• Excellence: We are a professional organisation, delivering positive impact for members and community.• Accountable: We take responsibility and work openly and transparently to earn the trust of our stakeholders.• Collaborative: We leverage strong relationships and partnerships.• Innovative: We constantly strive to improve, innovate, and adapt.