



HSS REGISTERED

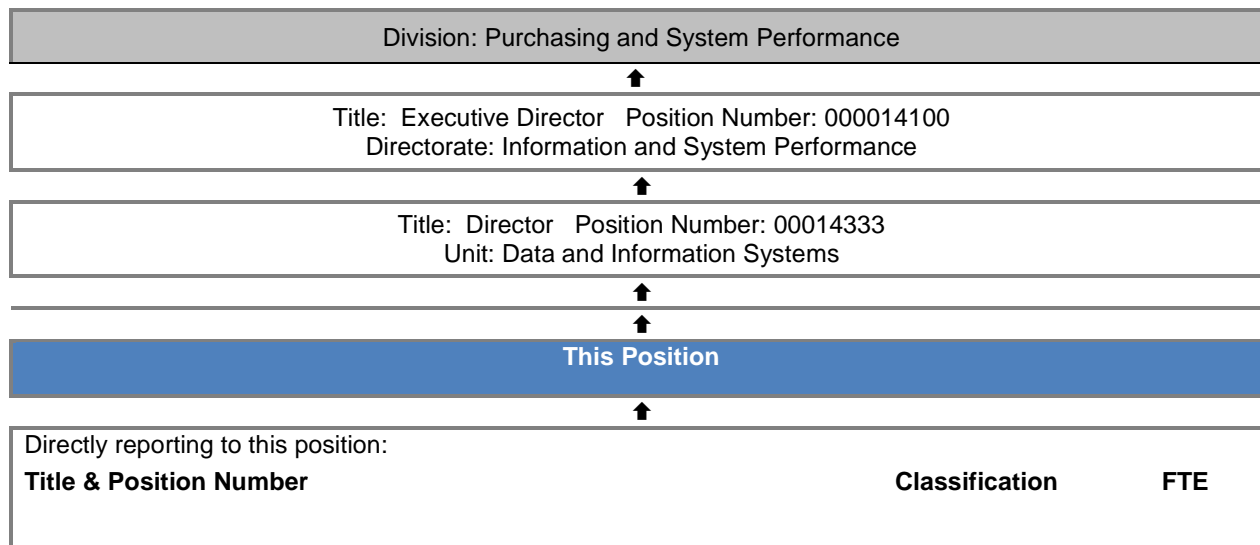
## POSITION DESCRIPTION

<b>Position Number</b>	00014538
<b>Position Title</b>	Senior Business Intelligence Analyst
<b>Classification</b>	PSO Level 6
<b>Division</b>	Purchasing and System Performance
<b>Directorate</b>	Information and System Performance
<b>Unit</b>	Data and Information Systems
<b>Position Status</b>	Permanent
<b>Award</b>	Public Service and Government Officers CSA General Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Respect, Excellence, Integrity, Teamwork, Leadership

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

Co-ordinates and undertakes data analysis and research in relation to the health Business Intelligence.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### **1. Business Intelligence Data Analysis**

- Undertakes high level research and analysis of internal and external Business Intelligence data and identifies key Business Intelligence trends and issues concerning the health Business Intelligence.
- Co-ordinates and undertakes the analysis of Business Intelligence data, and evaluates the system-wide impacts.
- Maintains an awareness of Business Intelligence trends, benchmarks and issues particularly in relation to large and/or complex organisations.
- Applies highly advanced computer skills and experience in various system applications including interrogating and manipulating large datasets.
- Undertakes high level data analysis, forecasting and scenario analysis pertaining to Business Intelligence data.
- Creates, maintains and executes software specific syntax eg VBA, SQL, SPSS syntax.
- Contributes to recommendations that inform the decision-making in relation to Business Intelligence.
- Contributes to advanced, strategic system-wide advice to key stakeholders relating to Business Intelligence issues, strategies and initiatives, including data reform.
- Researches and prepares presentations, Briefing Notes, responses to Parliamentary Questions, Ministerials and other correspondence in relation to Business Intelligence data.

### **2. Project Management**

- Co-ordinates and/or participates in project teams at various levels, using applied project management principles and processes.
- Prepares project plans, briefings, research and evaluation reports, project status reports etc. as required.

### **3. Communication/Stakeholder Consultation**

- Develops and maintains partnerships and networks with key stakeholders to facilitate achievement of WA health system's Business Intelligence business objectives.
- Liaises with a wide range of internal and external stakeholders in the development and implementation of Business Intelligence related strategies and initiatives.
- Provides support to and/or represents the Branch and the Department at State/Commonwealth level on committees and working parties as required.
- Contributes to continuous improvement in the reporting and dissemination of Business Intelligence information to internal and external key stakeholders.

### **4. Team Leadership and Support**

- Contributes to the continuous improvement of branch procedures, resource allocation and work practices.
- Supports and/or mentors staff as appropriate to develop analytical and research capacity.
- Collaborates within the team to maximise work outputs, and to identify and address skill and knowledge development needs.

### **5. Other**

Performs other duties as required.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

1. Substantial experience in the analysis of data in a variety of contexts using software packages such as Excel, SPSS and/or SAS.
2. Demonstrated high level conceptual, analytical and research skills, with the ability to provide innovative thinking in problem solving and implementing improved work practices.
3. Well developed verbal and written communication, including report writing skills, and interpersonal skills with the ability to negotiate, liaise and consult with a range of stakeholders in various contexts.
4. Demonstrated experience in project management, including planning, monitoring and evaluation.

### Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Detailed knowledge of contemporary Business Intelligence and training issues, and trends regarding Business Intelligence planning and development, particularly as they relate to large and/or complex organisations or portfolios such as health.

### Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:    /    /201	DATE:    /    /201