



Job description

Department of Finance Office of State Revenue

Position number 00031267
Business Intelligence Analyst

Position details

Classification/level	5
Award/agreement	PSA
Organisation unit	Business Intelligence Solutions
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor	
Position number	00008742
Position title	Senior Business Intelligence Developer
Classification/level	6

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

Responsible for administering State Revenue business intelligence systems, undertaking complex problem investigations, developing business requirements, and developing insightful reports and dashboards for State Revenue stakeholders.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **The Office of State Revenue**. OSR's primary role is in the administration of revenue laws in a fair and efficient manner for the community of Western Australia. This involves the collection of payroll tax, duties, land tax and a range of statutory based revenues on behalf of other State and Commonwealth agencies, as well as the payment of various grants and subsidies including the first home owner grant.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Business Analysis

Develops Office of State Revenue customer business requirements to be used as the basis for specifications for business intelligence system development.

Defines Office of State Revenue business rules for use in business intelligence system maintenance and enhancements in consultation with customers.

Extracts data and prepares ad hoc reports in response to customer requests.

In consultation with the Senior Business Intelligence Developer and other stakeholders, assist with the development of innovative technical solutions to support business intelligence strategies.

Business Intelligence Systems Support

Assists with the identification and resolution of system issues.

Runs and tests the output of automated jobs to update and maintain the business intelligence system.

Develops and actions test plans relating to the purpose and functionality of reports and dashboards.

Where appropriate, conducts or co-ordinates customer acceptance testing for the Office of State Revenue's business intelligence system.

Liaises between stakeholders, business intelligence developers, and ICT staff to ensure business expectations are met.

Develops system documentation in a format acceptable to stakeholders.

Other

Ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Performs other duties as directed.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

Considerable demonstrated experience in business analysis of IT systems.

Experience with business intelligence tools (such as Oracle Business Intelligence or Power BI).

Demonstrated experience in extracting and reporting on data from complex information systems/sources.

Well developed analytical and problem solving abilities.

Good interpersonal and communication skills with the ability to work independently or as part of a team.

Desirable:

Qualification or industry certification in a relevant discipline, e.g. Information Systems or Information Technology.

Pre-employment requirements

'Australian Permanent Residency'; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and

Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *T. Jenkin* Senior HR Consultant