POSITION DESCRIPTION

Position Number	00015156
Position Title	Team Leader Business Intelligence (BI)
Classification	PSO 7
Division	Purchasing and System Performance
Directorate	Information and System Performance
Unit	Data and Information Systems
Position Status	Permanent
Award	Public Service and Government Officers CSA General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

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

REPORTING RELATIONSHIPS

Division: Purchasing and System Performance

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Executive Director, Position Number: 00014100
Directorate: Information and System Performance

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Director, Position Number: 00014333
Unit: Data and Information Systems

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Manager Data Library; Position Number: 00014932
Branch: Data Library

⬆

This Position

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Directly reporting to this position:

Title & Position Number	**Classification**	**FTE**
Senior Business Intelligence Developer	PSO Level TBC	1
Business Intelligence Developer	PSO Level TBC	1

KEY RESPONSIBILITIES

The Team Leader Business Intelligence will be responsible for the execution of our Business Intelligence reporting solutions. They will provide leadership on the design and creation of reports and dashboards that drive business decisions by providing visibility into key performance indicators, health system performance and business trends.

They will interact with business stakeholders to understand their problems and translate these into data centric solutions.

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.

Role-Specific Responsibilities

Leads projects and provides advice on the development and implementation of Business Intelligence Applications and information systems to support system reporting.

Supports the design and creation of reports and dashboards which drive business decisions by providing visibility into system performance, and business trends.

Interacts and collaborates with Team Leaders across the Branch and leads the entire development and implementation lifecycle from requirements gathering, design, build, quality assurance, through to release and ongoing management.

Makes recommendations to the Application Development team to help influence the design and implementation of new data analytics and reporting products.

Liaises with the Team Leader Systems to support the development of the technology strategy for Business Intelligence, reporting, data visualisation & analytics.

Undertakes research to remain fluent in the industry, staying current with vendor product offerings, industry best practices, emerging data solutions and Business Intelligence & Analytics technologies and introducing these into the organisation.

Strategic Analysis, Management and Reporting

Ensures information provided to clients is robust, accurate and available in a timely manner.

Provides advice to the Manager Data Library and key internal and external stakeholders as required.

Provides advice and supports work on the use of data repositories, data management and extraction techniques, driving the development of innovative information dissemination/reporting solutions that utilise a range of emergent technologies and enable predictive, evidence-based decision making at all levels of the organisation.

Undertakes research to look at new ways of delivering data (including linked data) and information to key stakeholders.

Leads the team responsible for analysing submissions for changes or modifications to systems for

data completeness and accuracy and manages the resolution of problems identified with data accuracy.

Supports the delivery of routine and statutory reporting, production of Public, Operational and Strategic Reports on behalf of the system as per legislative, Ministerial or Public Sector Commission requirements.

Leadership

Provides leadership, support, training and advice to the team to ensure achievement of key deliverables.

Leads the delivery of business intelligence solutions that enable the System Manager to oversee all aspects of health service performance.

Provides leadership of the Business Intelligence functions within the Department, including the provision of specialised advice on business intelligence and big data trends and developments, and champions efforts for continuous improvement in methodologies.

Liaison, Representation and Stakeholder Development

Builds and maintains strong working relationships with key internal and external stakeholders in order to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these.

Contributes to effective consultation processes with stakeholders across the WA health system to ensure Department of Health data collections meet System Manager requirements and reform initiatives.

Represents the Department of Health in business and professional dealings and on committees as required.

Leads, participates in and/or supports working parties and project teams involved with associated projects.

Corporate Responsibilities

Leads and inspires an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members.

Provides effective leadership with regard to corporate policies and procedures, models and ensures staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Undertakes 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. Demonstrated substantial and current experience in business intelligence and data visualisation techniques. 2. Demonstrated ability to understand stakeholder requirements and translate into data centric solutions. 3. Demonstrated ability to lead teams and promote an effective collaborative working environment. 4. Well-developed interpersonal, communication and negotiation skills to influence people in the delivery of project outcomes. 5. Demonstrated ability to establish and maintain positive working relationships with customers and other stakeholders across the organisation to execute strategy. 6. Demonstrated conceptual, analytical and problem solving ability within a complex and evolving technology and business environment.

Desirable Selection Criteria
• Possession of Tertiary qualification in a relevant discipline • Proven super-user expertise with Power BI and expert in SQL and data transformation techniques • Ability to both technically execute dashboard development, and project manage business stakeholders in an agile framework

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:	DATE: