



Position Title: Senior Business Intelligence Analyst

Classification	HSO Level G8
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Procurement and Supply
Function	Purchasing, Systems and Analytics
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Procurement and Supply Business Unit, the Senior Business Intelligence Analyst is responsible for:

- Providing leadership on the design and creation of reports and dashboards to drive decision making by providing visibility into key performance indicators, health system performance and business trends
- Providing subject matter expertise in Procurement and Supply to develop analytical outputs that are meaningful and fit for purpose
- Overseeing the selection and implementation of technical solutions for maintaining Procurement and Supply analytics infrastructure
- Providing guidance and support to Business Intelligence Analysts in the team to implement the designed solutions
- Interact with business stakeholders to understand their problems and translate these into data centric solutions

REPORTING RELATIONSHIPS:

Director, Purchasing Systems and Analytics
HSO Level G11



Manager, Procurement and Supply Analytics
HSO Level G9



This position



Directly reporting to this position:

Title

Classification

FTE

No direct reports

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 50,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,200 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put the customer at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

Procurement and Supply

The HSS Procurement and Supply Business Unit is responsible for providing procurement and supply chain services across the WA health system, covering ICT, clinical and other health care-related business contracts. The services it provides include supply chain and distribution, supplier relationship management, contract management, and broader category management across procurement for the WA health system, as well as procurement analytics and oversight.

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains the HSS "Think Customer First" culture and demonstrate a constant approach to the organisation, values and behaviours.

- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contribute in maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Leads projects and provides advice on the development and implementation of Business Intelligence Applications and information systems to support procurement and systems reporting.
- Supports the design and creation of reports and dashboards which drive business decisions through visibility on procurement and supply systems data.
- Facilitates working groups, forums and training programs for the purpose of developing designing solutions.
- Leads data modelling from multiple complex data sources into new contemporary formats for ingestion by analytics reporting.
- Interacts and collaborates with Procurement Supply & Analytics Management and leads the entire development and implementation lifecycle from requirements gathering, design, build, quality assurance, through to release.
- Leads, initiates and undertakes statistical analysis, performance monitoring and evaluation of procurement and supply systems to support strategy development, planning, purchasing, performance management and management strategies.
- Interprets complex data and prepares and presents high quality analysis and reports for the business unit to meet the needs of customers to drive decision making and performance.
- Leads in the provision of subject matter expertise in Procurement and Supply Business Intelligence, reporting, data visualisation and analytics to develop outputs that are meaningful, fit for purpose and add value to the organisation.
- Leads in the provision of technical advice for the development of performance measures and operational targets for Business Intelligence, reporting, data visualisation and analytics development.
- Oversees the selection and implementation of technical solutions for maintaining Procurement and Supply analytics infrastructure.
- Leads the development and implementation of improvements to WA Health procurement reporting systems, including business process modelling.
- Liaises with stakeholders to build and maintain effective working relationships with key internal and external stakeholders to preserve business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these; to obtain performance feedback and an indication of strategies to improve the purchasing process.
- Undertakes research to remain fluent in the industry, staying current with industry best practices, emerging data solutions, business intelligence and analytics technologies and data delivery to stakeholders including high technical capability in Power BI, Data Flows, SQL and other relevant applications and software packages.
- Leads the development, continuous improvement and governance of Procurement and Supply systems and information; by undertaking projects and research into innovative

solutions that utilise a range of emergent technologies and enable predictive, evidence-based decision making at all levels of the organisation.

- Provides support, guidance, role modelling and consultation to Business Intelligence Analysts in the team.
- Leads the development and implementation of Key Performance Indicators (KPIs) for the Procurement and Supply Business Unit to improve service delivery to customers including project process monitoring and reporting, progress briefings, and provides solutions to ensure that performance indicators are met.
- Provides advice to the Manager, Procurement and Supply Analytics on continuous improvements initiatives for the supply chain.
- In consultation with key stakeholders, leads, records, reports and evaluates the relative performance of the business unit in meeting its obligations under its Service Level Agreement and performance against KPIs.
- Leads, instigates, and implements Quality Assurance or best practice principles utilising current trends, including mapping savings and benchmarking for the business unit.
- Performs other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated substantial current knowledge and experience in business intelligence and data visualisation techniques.
2. Substantial experience in supply chain processes for a large public sector or commercial organisation to produce insightful analytical outputs.
3. Demonstrated experience in the development and implementation of data models, data flows, DAX queries and functions within PowerBI
4. Well developed high level interpersonal, communication, relationship building, and consultative skills including the ability to build and maintain effective working relationships at all levels.
5. Demonstrated substantial conceptual and analytical skills, with the ability to provide innovative thinking in problem solving within a complex and evolving technological and business environment.
6. Substantial business analyst skills, project management skills and resource coordination with an ability to deliver on expected outcomes while working in an autonomous manner and as part of a team.
7. Substantial experience in analytical tools and infrastructure maintenance like Power BI, Power Automate, APIs, and Power Apps to facilitate automation in analytical outputs.

DESIRABLE CRITERIA:

1. Tertiary qualification in business, procurement, IT, or related discipline.
2. Relevant professional qualification, i.e., Microsoft certification.
3. Ability to manage business stakeholders in an IT related framework like agile or other methodologies
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	1/07/2022	12/07/2022