Business Intelligence Analyst
Position Description

Version No: 001

Document Control

Division: Information Technology & Marketing
Role: Business Intelligence Analyst
Classification: Full time
Location: Armidale
Reports to: Senior Manager, IT Strategy & Projects
Present Incumbent: Vacant
Prepared by: Executive Manager HROD
Date approved/updated: 12th March 2010
Version No: 001

Our Values

Everything we do is underpinned by our core values:

Flexible Supportive Approachable Friendly

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes, training and leadership development.

We provide ‘Trusted Community Banking’ to our members by living our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies.

Our employees proudly provide quality service to our members in a flexible, honest, fair and caring manner, demonstrating our commitment to our members.

Position Statement

The Business Intelligence Analyst, under guidance of the Senior Manager, IT Strategy & Projects, is responsible for the development of effective business intelligence and data warehouse solutions. Using modern business intelligence tools, the incumbent will undertake critical analysis of financial and non-financial information to achieve improvements in performance measures such as cost reduction, time reduction or quality improvement across the entire organisation. Whilst the role reports within the Information Technology division it is chartered with a wide scope of reporting requirements across the entire organisation.
## Duties and Responsibilities

(i) Work with a variety of audiences including business stakeholders and subject matter experts to undertake effective requirements gathering and analysis.

(ii) Undertake data profiling and data quality and integrity analysis of source systems.

(iii) Assist with prioritisation of business and technical requirements, balancing delivery of business value and technical feasibility.

(iv) Become expert in the Microsoft Business Intelligence suite including SQL Server, Integration Services, Analysis Services, Reporting Services, SharePoint and PowerPivot.

(v) Influence the continual development, automation and improvement of the CMG data warehouse and business intelligence platform using established standards and processes.

(vi) Work with the core banking system application vendor to enhance and improve data extraction and data quality processes.

(vii) Extract and warehouse financial and non financial data from multiple external sources for the purpose of benchmarking organisational performance.

(viii) Develop and deploy analytical models to provide flexible self-service reporting to key business stakeholders.

(ix) Provide senior management with measurement of performance against key indicators and benchmarks using dashboards located on the corporate intranet.

(x) Produce regular and ad-hoc reports for dissemination to senior management, executive management and board as required.

(xi) Provide accurate and insightful information to assist the executive management team to define meaningful and measurable business cases for organisational performance improvements congruent with current organisational strategy.

(xii) Develop models to assist with the computation of return on investment / payback/ net present value/ future value models to enable qualified decision making.

(xiii) Collaborate with stakeholders, particularly Credit Risk and Treasury, to assist in the development and/or improvement of key financial models.

(xiv) Become expert in statistical modelling techniques such as linear regression, decile probabilities, mean squared averages etc.

(xv) Actively seek to build a network of relationships and work collaboratively to further the development and adoption of business intelligence and data warehousing within the sector.

(xvi) Undertake market appraisals and product evaluations that could supplement and enhance CMG’s data warehouse and business intelligence capability.

(xvii) Provide expert advice and guidance to business colleagues enabling them to fully exploit the potential of CMG’s business intelligence capability.

(xviii) Take responsibility for personal and professional development. Identify coaching, training and mentoring opportunities; maintain an awareness of industry trends and emerging technologies and participate in assessment and evaluation of these.
Role Selection Criteria

Skills

(i) Advanced problem solving skills
(ii) Advanced requirements gathering/analysis skills
(iii) Database principles and concepts
(iv) SQL database development
(v) Ability to work autonomously under broad direction

Knowledge Areas:

i) Software solutions development and project management lifecycle models
ii) Contemporary knowledge of technologies, trends, issues, standards and methodologies to improve systems and processes

Qualifications and Experience

Essential:

(i) Advanced problem solving skills
(ii) Experience with SQL and relational database systems

Desirable:

(i) Prior experience in a financial institution;
(ii) Business intelligence and data warehouse experience
(iii) Project management experience
(iv) Microsoft business intelligence suite experience

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, NECU’s Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document:

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum six (6) monthly basis in accordance with the organisations performance management policies and guidelines and processes.

Name: ___________________   Name: ______________________
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Signed: ______________________
Date: ______________________
Business Analyst

Signed: ______________________
Date: ______________________
Senior Manager, IT Strategy and Projects