Position Description

Position Identification			
Position Title:	Business Intelligence Analyst		
Direct Reports	0	**Indirect Reports:**	0
HRIS Position Number:	1539	**Effective Date:**	July 2022
Location:	Coburg		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification ***For HR use only**	Merri Health Enterprise Agreement 2021 • Managers and Adminsitration Officer - Grade 5 (MAOG 5)		

Organisational Context		
Divisional:	Impact	
Program:	Quality Customer Experience	**Unit:** Information Management

Organisational Chart	
	Chief Impact Officer — Manager, Quality Customer Experience — Business Intelligence Officer

Position Summary

The role of the Reporting Analyst is to maintain and develop reports for internal and external stakeholders, sourced from core enterprise systems and applications. This role will be responsible for ensuring reports are validated and up to date for senior management and board members, as well as submitted to external agencies in a timely manner.

It also involves liaising with key staff and the Data Quality manager to ensure data is accurate and structured to align with the organisation's business and reporting needs.

Position Accountabilities

Responsibilities	**Other Duties** • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Practice complies with national code for health care workers.

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Safety and Risk	**Occupational Health & Safety (OHS)** • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks. **Physical Inherent requirements (PIR)** • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs **Quality & Risk** • Be proactive in risk identification, notification and management. • Comply with Merri Health's policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. *Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.*
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
Key Selection Criteria	
Essential	• University degree in the field of computer science, Information systems or similar • At leadst 5 years' experience with tier-one application databases, and data warehouses; particularly SQL Server • Strong understanding of relational database structures, theories, principles, and practices • Strong ability to analyse user requirements and develop reports or extract data sets according to required specifications • Ability with ETL and reporting tools • Project management and full development life cycle experience • Experience with data processing flowcharting techniques • Strong written and oral communication skills

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	• Strong presentation and interpersonal skills • Expectional analytical, conceptual, and problem solving abilities • Able to prioritise and execute tasks in a busy environment • Experience working in a team-oriented collaborative environment.
Desirable	• Certification in project management, i.e. Prince or PMP
Checks, Licences and Registration	• National Police check (NPC) • Current full or probationary Drivers Licence • Statutory Deceleration • Immunisation Category C