**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Business Intelligence Systems |
| **Job Title** | Senior Manager Data Warehouse | **Designation** | Senior Administrative Officer 1 |
| **Job Type** | Full Time | **Duration** | Ongoing |
| **Salary** | $117,605 - $131,382 | **Location** | Darwin |
| **Position Number** | 19452 | **RTF** | 167876 | **Closing** | 18/06/2019 |
| **Contact** | Francis De Silva, A\Director Business Intelligence Systems, NT Department of Education on 08 8999 5763 |
| **Agency Information** | <http://www.education.nt.gov.au/> |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed** **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=167876>  |

**Primary Objective:** Manage the development and operations of data warehouse and business intelligence services for the Department of Education.

**Context Statement:** Digital and Data assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions through a combination of high quality enabling services, and working in partnership with clients to drive change and school improvement. The Business Intelligence Systems unit provides business intelligence services to a wide and growing range of information consumers in the department. The unit encompasses a team of specialist staff managing and developing whole of agency business intelligence solutions that include an enterprise data warehouse which is the evidence base that drives data informed decision making from the classroom to the boardroom.

**Key Duties and Responsibilities:**

1. Manage the operations and service delivery of the DoE Data Warehouse, including the supervision and mentoring of specialist technical staff responsible for data management, data modelling, data extraction, master data management, data security and data standardisation.
2. Manage existing systems and contribute specialist knowledge to new initiatives to establish the required technical infrastructure and information architecture to support effective information management.
3. Show initiative and collaborate with internal and external clients to deliver quality solutions, training, support services, system administration and security management services.
4. Contribute to the development and implementation of policies, procedures and standards for effective information management, including privacy, confidentiality and data security to ensure protection of client’s rights.

**Selection Criteria**

**Essential:**

1. Data Warehouse Design, Development and Management - Extensive experience in the design development and management of contemporary data warehouses and business intelligence systems, with an emphasis on the Microsoft platform (SQL Server, Integration Services, Analysis Services, PowerBI), and SAP Business Objects.
2. Project Management - Proven ability to effectively manage complex technical initiatives including: research complex issues, evaluate options, assess and articulate requirements, prepare high level reports, cost out initiatives, achieve outcomes within agreed timeframes and provide appropriate advice to senior management.
3. Leadership - Demonstrated leadership skills particularly in relation to managing a team of professional staff in a complex technical service environment.
4. Communication Skills - Highly developed written, oral and interpersonal skills and the ability to consult, collaborate and negotiate effectively and strategically with a broad range of internal and external stakeholders at all levels.
5. Change Management - Proven ability to implement change in a complex and sensitive environment and demonstrate the ability to develop and maintain strategic alliances and collaborative partnerships with internal and external stakeholders.

**Desirable:**

1. Understanding of and experience with Australian K-12 Education sector data constructs.
2. Tertiary qualifications in IT or related technical field.

**Further Information:** The successful applicant will be required to obtain a Working with Children Clearance.

**Approved: May 2019 Francis De Silva, A/Director Business Intelligence Systems**