

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Business Intelligence Systems
<b>Job Title</b>	Business Intelligence Officer	<b>Designation</b>	Administrative Officer 5
<b>Job Type</b>	Full Time	<b>Duration</b>	Ongoing
<b>Salary</b>	\$82,241 - \$86,524	<b>Location</b>	Darwin
<b>Position Number</b>	19108 <b>RTF</b> 173685	<b>Closing</b>	19/09/2019
<b>Contact</b>	Francis De Silva on 08 8999 5763 or <a href="mailto:francis.desilva@nt.gov.au">francis.desilva@nt.gov.au</a>		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>		
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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: <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=173685">https://jobs.nt.gov.au/Home/JobDetails?rtfld=173685</a>		

### **Primary Objective:**

The Business Intelligence Officer supports and administers various components of the Department of Education's business intelligence and data warehouse environment.

### **Context Statement:**

The DoE Data branch, within Digital and Data Division, is responsible for data management and governance, and is the data custodian within the Department of Education. The Business Intelligence Systems unit within the Data branch extracts, processes, and integrates data, providing the evidence base that informs and assists schools and the system to improve student outcomes.

### **Key Duties and Responsibilities:**

1. Monitor and administer various Business Intelligence (BI) and data warehouse systems, including daily administrative tasks, support, troubleshooting, change management, formulating action plans and implementing solutions.
2. Produce system documentation, user manuals and provide first level technical support via telephone and email for users of DoE BI systems.
3. Support the development of BI and data warehouse systems/solutions, and produce systematic test plans to facilitate comprehensive testing for new system and data set releases.

### **Selection Criteria**

#### **Essential:**

1. Experience in implementing, administering and supporting IT Systems including the ability to understand, interpret and learn new technologies.
2. Programming Skills – Demonstrated practical experience in the design, coding, testing, maintenance and documentation of computer programs. Experience with Extract, Transform and Load (ETL) processes would be highly favoured.
3. Database skills – Strong understanding and demonstrated practical experience with relational databases – including data modelling and Structured Query Language (SQL).
4. Effective time management and workload prioritisation skills, including the demonstrated ability to work independently and as a member of a team, to achieve quality outcomes and meet critical deadlines.
5. Communication – a high standard of written and oral technical and inter personal communication skills, with technical and non-technical audiences.

#### **Desirable:**

1. Understanding of and experience with Australian K-12 Education sector data constructs.
2. Experience and understanding of data warehousing software, modelling techniques and implementation.
3. Experience with PowerBI, SAP Business Objects, Microsoft SQL Server, SQL Server Integration Services (SSIS), SQL Server Analysis Services (SSAS), and data modelling tools.
4. Qualifications – Tertiary qualifications in Information management, IT or related field.
5. Knowledge of and experience in Agile software development practices.

### **Further Information:**

The successful applicant will be required to obtain a Working with Children Clearance.

Approved: 24 May 2019

Francis De Silva, A/Director Business Intelligence Systems