

Position Description

Position Title	Power BI Officer
Position Number	30027932
Division	Digital Services
Department	Architecture and Applications
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G5 L1
Classification Code	HS5
Reports to	Director
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Power BI Business Intelligence Officer reports directly to the Director of Architecture and Applications, and has reporting lines on specific projects to participating LMRHA health services across the Loddon Mallee region. This role is essential, providing on-going strategic design, implementation, enhancement and maintenance of the business intelligence platforms and associated reports.

The position is required to solicit business requirements from users, translate them into Power BI dashboards including data sourcing, design, and the application of best practices including data quality, workflow management and automation. This role has excellent planning skills, well-developed presentation and communication skills, meticulous attention to detail and has the ability to work well in a team and be able to work within deadlines to manage competing demands.

The position will be responsible for training the business users on using Power BI and helping users with self-services.

Responsibilities and Accountabilities

Key Responsibilities

- Engaging with key stakeholders to facilitate agreed Power BI reporting priorities. This will include developing strong working relationships with business stakeholders from across the region, information technology team, executive, clinical directors, business units and staff.
- Translating business requirements into functional specifications and developing solutions that can be efficiently replicated across the region.
- Developing and performing application testing activities including user testing and sign off
- Ensuring robust governance and integrity of systems by maintaining excellent standards of documentation, security protocols and change control processes.
- Monitoring and maintaining data quality and integrity.
- Training end users on using Power BI and assist with self-services.
- Providing technical estimates as required.
- Addressing incidents and respond to service requests in a responsive and effective manner.
- Other Directorate and support activities as required.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Information Technology or equivalent industry experience.
2. A minimum 2 years of industry BI experience using Microsoft Power BI or other equivalent tools.
3. Demonstrated expertise with MS SQL Server and Oracle PL/SQL query language.
4. Excellent ability to analyse complex business requirements, data and schema to develop innovative business focused BI and reporting solutions.
5. Strong understanding of relational database principles, data warehouse design and development and software development lifecycles.
6. Excellent ability to work across diverse teams and to work with minimal supervision when required to achieve agreed outcomes.
7. Highly developed communication skills, both verbal and written, to convey complex technical concepts to non-technical stakeholders when engaging with all levels of staff to understand reporting requirements, providing advice and troubleshooting.

Desirable

8. Previous experience working within a public health environment.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.