

Position Description

Position Title	Senior Business Intelligence Solutions Analyst
Position Number	30013298
Division	Finance and Resources
Department	Performance Reporting Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2025-2027
Classification Description	Administrative G6
Classification Code	HS6
Reports to	Manager Performance Reporting Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- 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](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Senior Business Intelligence (BI) Solutions Analyst is responsible for leading the analysis, design and delivery of business intelligence and analytics solutions that support clinical, operational and corporate decision-making across the health service. This role combines both business analysis, in understanding organisational problems, processes, and priorities and solution design, translating those needs into practical, well-governed BI products.

Responsibilities and Accountabilities

The role is responsible for requirements analysis, solution design and validation, testing, and stakeholder engagement to ensure systems and reporting meet the clinical, operational, and organisational needs

Key Responsibilities

Solution Design & Architecture

- Translate business requirements into BI solution designs, including data sources, metric definitions, dashboard structure, and drill-through logic.
- Design end-to-end solution architecture prior to development, including data model approach, refresh schedule, drill-through logic and security/row-level access requirements.
- Define reusable design standards and templates to maintain consistency across the team.

Requirements & Scoping

- Consult with stakeholders to gather and clarify requirements.
- Assess technical feasibility of proposed solutions and identify constraints or risks early.
- Ensure solutions align with data governance policies and definitional consistency
- Ensure solutions are correctly scoped before development begins, preventing rework and scope creep.

Solution & Delivery Oversight

- Support development of BI products across their full lifecycle of design, build, testing and validation, deployment, and undertake periodic post implementation reviews.
- Review development to ensure alignment with the original solution design and business intent.
- Coordinate internal validation and user acceptance testing UAT with stakeholders prior to release.

Stakeholder Engagement & Adoption

- Act as the technical solution point of contact for business stakeholders throughout delivery.
- Support change management, training, and communication to drive adoption of new BI products.
- Gather post-release feedback and identify opportunities for enhancements and improve use metrics.

Documentation

- Document design decisions, data definitions, and solution rationale for ongoing maintainability.
- Maintain technical documentation alongside business-facing documentation.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Information Technology, Data Science, Health Information Management or equivalent industry qualification.
2. Experience in business analysis, including requirements gathering, process mapping, solution design, stakeholder engagement and translation of requirements into technical specifications.
3. Demonstrated experience in delivering enterprise BI solutions including dashboards, performance reporting and analytic using Microsoft Power BI or similar platform within a complex organisation.

Desirable

4. Technical proficiency in data modelling, SQL, data warehousing concepts and related analytical technologies, with the ability to design, review and optimise BI data models and reporting solutions.
5. Demonstrated knowledge of data governance principles, performance reporting frameworks, health funding models and Victorian and National health data collections.
6. Experience implementing data quality assurance processes, including validation and auditing to ensure the accuracy and reliability of BI and performance reporting solutions.
7. Demonstrated ability to manage priorities and deliver high-quality outcomes within agreed timeframes, including experience with supporting organisational change.
8. Excellent written and verbal communication skills with the ability to translate technical concepts for non-technical audiences clearly and concisely.

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.