

Position Description

Position Title	Business Intelligence Administrator
Position Number	30101019
Division	Finance & Resources
Department	Performance Reporting Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G6
Classification Code	HS6
Reports to	Manager - Performance Reporting Unit
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
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 Business Intelligence Administrator is a key contributor within the Health Information Services team, reporting directly to the Manager, Performance Reporting Unit. This role is essential for on-going strategic design, implementation, enhancement and maintenance of the data and business intelligence platform, PRIME (Performance Reporting Information Management Environment).

Leveraging expertise in advanced Business Intelligence (BI) this position plays a crucial role in managing and optimising Bendigo Health's BI infrastructure. The Business Intelligence Administrator ensures that the BI systems are efficiently running, secure, and meeting the analytical needs of the organisation overseeing data accuracy, optimisation and performance of BI tools and databases and working collaboratively with business units to understand their analytical requirements.

This role requires an individual with commitment to maintain expertise in their field, who 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.

Responsibilities and Accountabilities

Key Responsibilities

The Business Intelligence Administrator will :

- Be responsible for planning, designing, developing and maintaining all data warehouse architecture systems and services including ETL and SQL database procedures and processes in a systematic well documented framework.
- Utilise technical expertise to strengthen the ongoing maintenance, development and enhancement of BI solutions at Bendigo Health including development and documentation of data marts, cubes and reporting solutions and the further enrichment opportunities for data sourced from new or existing information systems.
- Have a key focus on functionality improvements across all aspects of the platform including configuration of new data sources, dimensions, data cube creation and maintenance along with dashboard and reporting systems development to support business-critical reporting, decision-making and forecasting cycles.
- Ensure robust governance and integrity of the system by maintaining excellent standard documentation, security protocols and change control processes.
- Monitor and maintain data quality and integrity and engage with key areas of the business in the design and structure of the BI environment. This will include strong working relationships with business stakeholders from information technology team, executive, clinical directors, business units and staff.
- Evaluate emerging technologies and trends in business intelligence and recommend innovative solutions to improve analytical capabilities.
- Lead the adoption of new BI tools and methodologies to enhance the analytics capabilities of the organisation.
- Maintain an in-depth understanding of the Victorian Department of Health policy and funding guidelines and alignment of the BI environment with specifications.
- Support the Manager Performance Reporting Unit in all operational management aspects and undertake additional responsibilities as requested by the manager.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Information Technology or equivalent industry qualification along with extensive experience working in BI development, data engineering or similar roles.
2. Demonstrated expertise in Microsoft BI solutions including : advanced SQL skills; advanced ETL using SSIS; design and development of data marts and OLAP cubes using SSAS; design and maintenance of dashboard and reporting solutions using SSRS and Power BI; and experience with MDX & DAX.

Desirable

3. Excellent ability to analyse complex data and schema to develop innovative business focused BI and reporting solutions.
4. Strong understanding of relational database principles, data warehouse design and development and software development lifecycles.
5. Excellent understanding of business principles, continuous improvement and key organisational performance indicators.
6. Excellent ability to work across a large team 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.
8. Experience working in a hospital environment and/or knowledge of Victorian public hospital data.
9. Flexibility to operate in an environment of change with the ability to introduce new concepts through innovation and influence.

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.