

## JOB DESCRIPTION

<b>Position title</b>	Business Intelligence Analyst
<b>Reports to</b>	General Manager Strategy and Engagement
<b>Direct reports</b>	NIL
<b>Prerequisite role</b>	

### JOB PURPOSE

The primary function of this role is to support the delivery of data analytics and business intelligence services across the AIS business lines by applying known and identifying new datasets and developing insights and visualisations. This role includes providing services to support:

- development of Training Package products and associated materials, and related operational activities.
- workforce development solutions and development of career pathways, occupational standards and training and assessment standards.
- data analysis and reporting to contribute to the development of high-quality training products, and supporting the delivery of outstanding service to Industry Reference Committees and industry stakeholders
- Reporting on workforce and training data across a wide range of industries, assisting with the creation of industry/sectoral infographics and visualisations per industry – Industry Outlooks and Forecasts or similar
- In accordance with client requirements, collating a variety of datasets in support of project proposals, informing decision making related to project scope – Cases for Change

The role supports Australian Industry Standards (AIS) to fulfil its responsibilities to its allocated Industry Reference Committees as a Service Skills Organisation (SSO).

### KEY ACCOUNTIBILITIES

#### Primary Tasks

Fulfilling the data support needs described above by:

- Provision of advanced analytics, data collection, maintenance, and data interpretation relating to key strategic research and innovation initiatives and schemes Including insights and visualisations
- Development of dashboards and reports for strategic planning, performance evaluation and key research benchmarking
- Analysis of sector wide research data to assist in reporting and planning
- Generation of research related reports supported by advanced data analytics

- Documenting, communicating and presenting analysis & findings in a manner that is easily understood by a broad, non-specialist audience, including executives
- Explore, analyse and interpret data to identify insights, patterns and trends and assist in promoting data-driven informed decision-making
- Developing practical solutions to research questions and working collaboratively with stakeholders to deliver research projects – Ad hoc research projects
- Developing issues briefing documents to support IRC operations or other AIS project initiatives as required

### **Secondary Tasks**

- Work collaboratively with all AIS team members across all business areas
- Other related duties as directed by your Direct Line Manager or AIS Executives

### **Role Authority**

- NIL

## **QUALIFICATIONS, EXPERIENCE & SKILLS**

- Relevant tertiary qualification or equivalent experience (natural language processing/demographic experience desirable)
- Demonstrated experience working with large datasets, data analysis and presentation of key insights into a form easily digested and understood.
- Interactive data visualisation skills (Power BI, Plotly)
- Experience in the development and implementation of dashboards and reports using tools like Tableau
- Creative problem-solving skills
- Strong abilities in documenting, communicating and presenting analysis & findings in a manner that is easily understood by a broad, non-specialist audience, including executives.
- Demonstrated time management skills to set priorities, plan workload, work on multiple projects concurrently, meet deadlines and achieve objectives as required.

## **ESSENTIAL ATTRIBUTES**

- Excellent data extraction and manipulation skills with well-developed skills in Excel and data reporting tools such as Power BI
- Ability to write for purpose and turn complex information into material that is user friendly and easy to understand
- High level organisational and interpersonal skills including a demonstrated ability to work with others in a team environment or autonomously as required
- Flexibility to adapt to change and uncertainty, including in dealing with culturally diverse stakeholders
- Ability to troubleshoot and problem solve autonomously
- Passion to learn new industries and skills
- Highly motivated, demonstrating a high level of initiative and desire to innovate.
- Working preference for detail and accuracy

- Ability to adapt to meet requirements of AIS projects and work tasks
- Ability to positively engage with internal and external stakeholders and provide a high level of customer service
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**DESIRABLE ATTRIBUTES**

- Expertise working with enterprise-wide data models, data modelling tools, database design and development, and data mining.
- Demonstrated experience with SQL and relational databases such as MS-SQL
- Working knowledge of the Vocational Education and Training (VET) system, desirable but not essential

**ROLE APPROVALS AND DELEGATIONS**

The role includes the following approvals and delegations:

- NIL

**APPROVALS**

Last Modified	Approver Name	Position Title	Signature	Date Approved
10.01.2021	Eva Hage	GM Strategy and Engagement		
	Paul Walsh	Chief Executive Officer		

**EMPLOYEE ACCEPTANCE**

Date	Employee Name	Employee Signature	Manager Name	Manager Signature