

# Business Intelligence and Data Analyst

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<b>Title:</b>	Business Intelligence and Data Analyst
<b>Basis of Employment:</b>	Part- Time; Continuing Position
<b>Reports to:</b>	GM Finance and Corporate Services
<b>Direct Reports:</b>	None

## ABOUT US

Steeped in history and hosting over 90 events for over 400,000 people each year, Kardinia Park is an icon of the Geelong region.

GMHBA Stadium is now a true multipurpose venue that is utilised all year round. As well as being the home of the Geelong Cats, we host A-League Soccer, Big Bash Cricket, NRL, local football finals and community events such as carols, Movie Night and the Festival of Sport. As a Victoria Government statutory authority, the Kardinia Park Stadium Trust has an over-arching objective of contributing to the economic, community, and liveability benefits to Geelong, that arise from the use of the stadium. We work hand in hand with City of Greater Geelong Council, who manage the park land on a daily basis, and on major event days we take control of the precinct. The Geelong Football Club is our major tenant, and we have several tenants working out of Sports House such as Barwon Sports Academy, Leisure Networks, Basketball Victoria (Country) and Western United.

Our Venue Management team run the event days, coordinating security, operations, casual event staff and more. Our people, being our greatest asset, think big and work hard to ensure we maximise the return on the State Government's investments. We do this through our values of courage, accountability, integrity, equity, care and collaboration. Our people culture supports innovation and growth, celebrates success and eliminates exclusion. We provide exceptional customer service, create strong partnerships and attract exciting events to the stadium.

Be it entertainment, community or elite sport, work or play, we are the home of inclusive experiences and Australia's Best Regional Stadium.

## OUR VALUES

<b>Integrity:</b>	Be authentic and have best intentions for the Trust.
<b>Courage:</b>	Be bold, be yourself and reach beyond boundaries.
<b>Care:</b>	Be genuine in your approach, show compassion and trust in all that you do.
<b>Collaboration:</b>	Seek diverse input to reach the common goal.
<b>Accountability:</b>	Own your process and stand by your outcome
<b>Equity:</b>	Learn and understand from each other and create opportunities.

## OUR BENEFITS

Free and confidential Employee Assistance Program; Mental Health Program; Reward and Recognition Programs; Professional Development Flexible Working Arrangements; Inclusion and Diversity, High Performing Organisation, Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>



## ABOUT THE ROLE

Reporting to the GM F&CS, the BI and Data Analyst will bring to life a relatively new support function within the organisation by being the go-to team for actionable analytics insights. This will be achieved by designing, delivering and implementing Power BI data visualisation solutions that provide real time insights and intelligence. This is an exciting opportunity for a BI and Data Analyst, they must be committed to supporting and growing a new business that embraces knowledge sharing, professionalism and high standards of customer care and service.

## POSITION RESPONSIBILITIES

### BUSINESS INTELLIGENCE

- Transform the Trust's data into actionable intelligence to aid in decision-making.
- Develop and implement tools to help departments identify, understand, and prioritise the most pressing business challenges.
- Mine and analyse data from varied datasets, databases, and disparate internal systems.
- Apply various analytical, statistical, and business intelligence methods to data to increase understanding of the factors and behaviours that are influencing operational effectiveness, performance, and community service needs.
- Develop reports, and other items to communicate performance in easy to understand ways.
- Use business intelligence and data analytics to support budget allocation decisions, program evaluation, and strategy implementation efforts.
- Any other duties and responsibilities commensurate with the scope of the role.

### SPECIAL PROJECTS

- Assist with the development and implementation of special projects as and when required.

### OHS RESPONSIBILITIES

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not willfully or recklessly interfere with safety equipment.

## SUCCESS PROFILE

Our ideal candidate would be able to demonstrate the following criteria. There is no need for candidates to address each criterion.

### Qualifications

- Graduate BI and Data Science Analyst or,
- Having a qualification or demonstrable interest in Data Science and Big Data to support the team in designing predictive models and machine learning algorithms to mine our data sets
- Utilising your database design, modelling and architectures understanding to support our Executive team to deliver data warehouse, business analytics & reporting solutions, and data architectures that support self-service reporting and visualization tools (e.g. Power BI)
- Being willing to continually learn and apply new technologies

### Skills, and Experience

- Proven ability to deliver combined business analyst, data curator and data modeller services.
- Skills and proven experience in navigating databases to identify, extract and utilise appropriate data sources for specific business needs is paramount
- Excellent verbal and written communication, including a demonstrated ability to communicate effectively with a range of technical and non-technical audiences
- Ability to work independently in a rigorous environment as well as to adapt quickly and flexibly to changing demands and priorities
- Up to date knowledge of new technologies such as Data Science and Big Data
- Highly developed conceptual and analytical skills
- In-depth understanding of database design, modeling, and architectures
- Strong technical skills in Microsoft SQL, primarily SSAS, SSIS & SSRS
- Strong knowledge of Microsoft BI technologies - SQL (required), Microsoft Power BI (preferred), Azure DW
- Built Microsoft Power BI reports or created tabular models
- Knowledge of Excel and VBA



## Special Requirements

- Working with Children check
- Satisfactory Police Check may be required

## Personal, Values and Behavioural Attributes

- Ability to demonstrate behavior consistent with the Trust's corporate values.
- Ability to work unassisted and manage complex workloads and competing priorities.
- Ability to work collaboratively.
- Ability to work with multiple accountabilities
- Ability to build and maintain excellent relationships with stakeholders
- Commitment to team work to achieve shared objectives
- Commitment to maintaining a safe environment through careful risk management

## REPORTING RELATIONSHIPS

### Functional Reporting:

- General Manager – Finance & Corporate Services

## LOCATION

This position will be based at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required or allowed as per Trust policies.

## OTHER RELEVANT INFORMATION

- The position may be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check may be required throughout your employment with the Trust;
- Due to the nature of the role and the industry, after-hours work including evenings and weekends will be required.

## PRIVACY STATEMENT

*Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.*

*At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner.*

*Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position.*

*All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.*

*Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes*



## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Immediate Manager:</b>	GM Finance and Corporate Services
<b>Position:</b>	Business Intelligence and Data Analyst
<b>PD Approval Date:</b>	

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers licence status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role.

**Employee Name:**

**Position Title:** Business Intelligence and Data Analyst

**Signature:**

**Date Signed:**

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

