



Position Details

Title	Senior Business Intelligence Analyst
Division	Corporate Services
Branch	Business Intelligence
Classification	Executive Level 1 (EL 1)
Salary	\$115,443 - \$125,832 per annum, plus 15.4% superannuation
Employment type	Non-ongoing / Ongoing, Full-time
Location	Melbourne, VIC
Position number	14397
Reports to	BI Solutions Architect

Agency Overview

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of one or more of the following courts or tribunal:

- Federal Court of Australia,
- Federal Circuit and Family Court of Australia, and
- National Native Title Tribunal.

Employees are covered by the [Federal Court of Australia Enterprise Agreement 2024-2027](#)

The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

This position is situated within the Federal Court.

The Federal Court

The Federal Court of Australia was created by the Federal Court of Australia Act 1976 (Cth) as a superior court of record and a court of law and equity. It sits in all capital cities and elsewhere in Australia when necessary. The Court has jurisdiction in relation to almost all civil matters and a range of summary and indictable corporate criminal matters arising under Australian federal law. The Court deals with cases in relation to admiralty, bankruptcy, competition, consumer protection, corporations, defamation, human rights and anti-discrimination, industrial and employment, intellectual property, taxation and native title. It also judicially reviews a wide range of federal Government decisions in areas such as social security and immigration.

Position Overview

The Senior Business Intelligence Analyst has primary responsibility for reviewing, planning and enhancing the Federal Court, Family Court, Family Court of Australia and Federal Circuit Court managing reporting capabilities. The role will involve:

- Identifying data requirements to meet the Courts' statutory and internal reporting needs
- Supporting the Courts by:
 - Reviewing the Business Requirements and identify the changes in the existing reports
 - Developing Functional Specifications for the new reports and developing reports by using the relevant tool for fulfilling the business requirements.
 - Developing new reports, validating and Documenting the BI reports
- Analysing data and information and presenting it in an accessible manner to assist the Court in high-level decision making and strategic planning
- Develop reports in the SSRS and deploying into Sharepoint Portal 2013, Excel and PDF.
- Ability to quickly extract the data from various databases (Oracle and SQL Server) and analyse the data and provide reports to the requestor on Ad-hoc basis
- A high level of analytical ability is essential including the ability to synthesise information into clear, informative reports.

Duties

- Automating where possible existing general federal law case management reports and Family Law reports for the Federal Courts, Family Court and Federal Circuit Court and develop new reports as requested by the Chief Judge or senior staff of the Federal Circuit Court.
- Providing advice to court staff to support service planning, program evaluation and research projects.
- Providing MS SQL, SSIS, SSAS, SSRS and Sharepoint deployment training to Business Intelligence Analyst as and when required.
- Preparing timely, accurate responses to requests (including ad hoc requests) for data from both internal court staff and external agencies or researchers.
- Writing PL/SQL procedure to extract data from Oracle database
- Exploring SAS scripts to migrate codes into SQL Server scripts

Key Relationships

- Senior Project Manager - to determine the timelines and project actions required to meet the objectives.
- Business Intelligence Analyst – to respond to requests for information and assistance with developing reports that meet the business's needs.
- Court staff – to train relevant staff in the preparation of local statistical and management reporting information. To work with staff to ensure the integrity of the data entered into the Court's case management system.
- IT Operations Staff – to understand the data structures, system architecture, applications and capability of the Court.

Key Requirements

- Appropriate tertiary qualifications in information technology or related discipline with a strong statistics component or demonstrated equivalent, relevant professional experience and training.
- Demonstrated skills and experience in manipulating, analysing and reporting on complex data including data management and development of minimum data sets.
- Business Intelligence design, coding and implementation using Microsoft Business Intelligence stack (SSIS, SSAS and SSRS)
- SSAS using tabular models, Power Pivot & Power Query and Power BI
- Experience with implementation, development and project work with Business Intelligence tools.
- MS SQL Server 2012 or above preferred.
- Extensive experience in coding SQL queries, T-SQL and PL/SQL
- Experience in Data modelling using statistical algorithm
- Knowledge in using SQL Azure and Machine Learning (Artificial Intelligence)
- Proven ability to work in a team environment and work to an organisations goals and methods.
- Well-developed written, verbal and interpersonal communication skills and the ability to communicate with technical and non-technical audiences.
- Demonstrated capacity to develop and maintain effective working relationships with key internal and external stakeholders to achieve outcomes.
- Sound organisational skills and the capacity to successfully complete several tasks concurrently, maintain attention to detail and meet deadlines.

Selection Criteria

1. Experience in scenario analysis and development, including architecture and refactoring of relational databases and knowledge of database theory, statistical concepts, and data quality standards
2. Strong Experience in data collection, extraction, management, scripting and reporting including all aspects of data collection project design and implementation, scope, time, compliance and risk management, data verification, management of large and/or complex datasets, and the extraction of information from diverse sources and its analysis for reporting
3. Strong coding skills in Oracle, SQL Server and PL-SQL and experience
4. Strong SQL Server skills including performance optimisation, SQL tracing, index tuning and internal workings of SQL Server
5. Extensive experience in handling and manipulating large data sets through effective design and optimisation of ETL processes
6. Highly-developed communication (verbal & written) and interpersonal skills, initiative and ability to work autonomously and with a small team and maintain relationships with stakeholders
7. Relevant tertiary qualification such as degree/diploma in ICT/ IT/Computer Science or statistics / mathematics and/or Microsoft accreditation/ technical specialist certifications would be highly regarded.

Contact Officer

For more information please contact Ahilan Manickam, BI Solutions Architect via telephone: 02 9230 8290, or email: ahilan.manickam@fedcourt.gov.au

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.