



Position Details

Title	Business Intelligence Analyst
Division	Corporate Services
Branch	Business Intelligence
Classification	Australian Public Service Level 6 (APS 6)
Salary	\$94,563 - \$105,910 per annum, plus 15.4% superannuation
Employment type	Non-ongoing / Ongoing, full-time / part-time
Location	Adelaide, Canberra, Brisbane, Melbourne, Perth and Sydney
Position number	1590
Reports to	BI Solutions Architect / Manager

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 Business Intelligence Analyst will be responsible for analysing data, building reports, and finding data insights that drive business decisions for the business entities Federal Court of Australia (FCA) and Federal and Family Court of Australia (FCFCOA).

The role will involve:

- Identifying data requirements to meet the Courts' statutory and internal reporting needs.
- Supporting the Courts by:
 - Reviewing Business Requirements and identifying changes required to existing reports.
 - Developing Functional Specifications for new reports and developing reports by using the relevant tool for fulfilling the business requirements.
 - Developing new reports, validating and documenting 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.
- Developing reports in SSRS and deploying into SharePoint Portal 2013, Excel and PDF.
- Ability to efficiently and accurately extract and analyse data from various databases (Oracle and SQL Server) as the basis of preparing reports as required.
- A high level of analytical ability is essential, including the ability to understand business requirements and synthesize information into clear, informative reports.

Key Responsibilities and Duties

- Developing new reports and automating data preparation and access processes where possible.
- Providing advice to Court staff to support service planning, program evaluation and research projects.
- Providing MS SQL, SSIS, SSAS, SSRS and SharePoint deployment training within the team as and when required.
- Preparing timely, accurate responses to regular and ad hoc requests for data from both internal Court staff and external agencies or researchers, according to agreed development and approval processes.
- Writing PL/SQL procedures to extract data from Oracle databases.
- Exploring SAS scripts to migrate code into SQL Server scripts.

Key Relationships

- Senior Project Manager on relevant projects – to determine timelines and actions required to support project objectives.
- Business Intelligence colleagues – to respond to requests for information and assistance with developing reports that meet business 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.
- Court Registrars – receiving requirements and providing data insights.

Key Requirements

- 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 the 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.
- Proven ability to work in a team environment and work to an organisation's 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/PL-SQL, SQL Server and Business Intelligence stack (SSIS, SSRS and SSAS)
4. Experience working within project teams to design, develop, integrate and maintain business intelligence products and components in the context of a complex strategic and technical environment.
5. Sound judgement and ability to strategically coordinate the design and delivery of business intelligence initiatives and changes.
6. Extensive experience in handling and manipulating large data sets through effective design and optimisation of ETL processes.
7. Highly developed communication (verbal & written) and interpersonal skills, initiative and ability to work autonomously and with a small team and maintain relationships with stakeholders.

Formal Qualifications

Relevant tertiary qualification such as degree/diploma in ICT/ IT/Computer Science or statistics / mathematics and/or Microsoft accreditation/ technical specialist certifications will be highly regarded.

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.

Contact Officer

For more information, please contact Ahilan Manickam, BI Solutions Architect via telephone: 02 8099 8574, 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.

Application Close: Sunday 15 December 2024, at 11:30 pm (AEDT)

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.