



POSITION DESCRIPTION

Position Title:	Senior Power BI Analyst
Cluster / Business Unit / Division	Finance Operations & Systems (FOS)
Section or Unit:	Analytics/Business Analytics
Classification:	Band 6
Job Family:	ICT & Digital Solutions
Position Description Number:	PD-2401
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Technology

POSITION PURPOSE

The Senior Power BI Analyst is responsible for the development and maintenance of data visualisation solutions using Power BI. The role requires collaboration across divisions and functions, creating insightful reports and dashboards that drive decision making and performance improvement.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Capital Program Management Office

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Work with business stakeholders to understand their reporting and data needs and develop effective BI solutions.
- Develop dataflows and datasets that are high quality and well-modelled.
- Monitor the performance and stability of existing reports, datasets and dataflows.
- Perform data validation and quality checks to ensure accuracy and reliability.
- Develop professional documentation, including but not limited to report requirement and technical design documents.
- Maintain awareness of industry best practice and emerging technologies to enhance ANSTO's standards, products and capability.
- Understand, work within, and contribute to procedures and data standards and governance.
- Collaborate with data stewards and other professionals to design solutions or resolve issues.

- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of advice and the service provided to customers and other stakeholders and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Business Analytics Manager on complex, sensitive and major issues that have a significant impact.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Dealing and interacting effectively with a diverse range of stakeholders with varying levels of technical understanding.
- Being able to prioritise workloads and balance customer needs.
- Promoting a data-driven culture by embedding analytics-enabled models and data-driven decision making in the business
- Changing existing technology and adopting new systems and processes in an environment resistant to change

KEY RELATIONSHIPS

Who	Purpose
Internal	
Business Analytics Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Collaborate and share accountability • Negotiate and resolve conflicts
Development & Analytics	<ul style="list-style-type: none"> • Collaborate and work closely with these key stakeholders
ANSTO Divisional Clients, General Managers and Project Leaders	<ul style="list-style-type: none"> • Utilise a deployment model and establish effective relationships • Provide expert advice and exchange information • Collaborate on cross cluster/organisation projects
External	
External Consultants/Vendors	<ul style="list-style-type: none"> • Effectively engage and direct consultants and exchange information with external vendors

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Business Analytics Manager
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Very occasional travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Presentations/Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements May be required to obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification(s) in Computer Science or Analytics.
1. Extensive experience in data modelling and designing reports and metrics from complex and disparate transactional systems.
2. Demonstrated experience in developing reporting and visualisations in Power BI.
3. Excellent analytical skills with the ability to dissect large amounts of data.
4. Have technical proficiency in SQL and/or Python.
5. Knowledge of Azure Synapse Analytics, data warehousing concepts and best practices.
6. Knowledge of SAP, BW, Anaplan, SharePoint and Power Automate is an advantage
7. Experience with senior stakeholder management with demonstrable ability to simplify complex concepts for business audience.
8. Experience partnering with business teams in setting the vision for data needs and translating it into a product roadmap.
9. Strong written and verbal communication skills.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Fiona Tran	Name:	Emily Hodgson
Title:	Business Analytics Manager	Title:	Chief Financial Officer
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour