

Description

Job Title: Integration Analyst
Ref No: OP687
Portfolio & Program: Technology and Transformation
Reporting Relationship: Manager, Integration and Reporting
Classification: Salaried
Date: March 2020

Our vision is justice, respect and fullness of life for all. Our purpose is: together we change lives.

My purpose is to...

To provide reporting, data integration, and development services to IT project teams, ensuring the delivery of process improvements through the effective integration of AnglicareSA's business applications.

I will make a difference when I...

Business Analysis

- Analyse workflows to create process maps.
- Develop functional specifications that document desired outcomes of system enhancement or development.
- Participate in system selection processes.
- Prepare scope documents and assist with business cases.
- Prepare system reports and perform data analysis.
- Other duties as required.

Integration

- Implement the integration of information across AnglicareSA business information Systems.
- Write SQL scripts and ETLs to extract and analyse data.
- Analyse issues (defects and enhancements) arising and provide estimates of time to perform a change to rectify.

Report Development

- Develop Financial and Customer reporting using relevant tools.
- Train and mentor staff as required.
- Maintain appropriate program, technical and end user documentation and audit trails.
- Assist with the development of a data warehouse.

Business Improvement

- Identify cost effective and practical opportunities to improve business processes in consultation with affected management and staff.
- Undertake root cause analysis on existing processes.
- Manage the review of business systems and processes, and specify requirements for business improvements.
- Coordinate the review and updating of key business policies, processes, procedures and business applications.

Project Implementation

- Undertake a variety of tasks for the implementation of business information systems.
- Identify issues, risks and dependencies for process and system roll out.
- Configure systems to support the business processes.
- Develop and maintain project and system documentation.
- Develop procedures, user manuals and other relevant material.
- Prepare and update training materials as required.
- Deliver training to affected users.
- Create system reports.
- Assist with the development of test scripts.
- Assist with user acceptance testing.
- Provide "go live" support to end users.

Customer Relationship

- Deliver customer service to agreed Service Level Agreements.
- Liaise with internal stakeholders to coordinate business needs analysis, and ensure effective ownership of business systems.

Work Health and Safety (WH&S)

- Contribute to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

To make a difference I will...

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of my right to work in Australia
- Willingness to perform in Manger role as required

- ☒ National Police History Check
- ☒ Willing to work at other sites as required
- ☒ Out of hours guidance and attendance may be required
- ☒ Working With Children Check (WWCC)

Direct Reports: Nil

Working Relationships: IT team members, other AnglicareSA staff involved in cross-organisational projects, and external software solution vendors.

I will utilise my.....

Qualifications

- Tertiary qualifications in Information Technology, or equivalent experience.

Skills and Abilities

- Proven ability to gather and evaluate complex business requirements.
- Knowledge of information system development, testing principles and project methodology.
- Strong written and verbal communication skills.
- Experience developing SQL queries, ETL and procedures to extract data.
- Experience integrating between ERP applications.
- Proven ability to map data elements from source to target.
- Knowledge of RDBMS concepts, bulk data loading APIs, Web Services and database client protocols.
- Experience using SQL Server Reporting Services, XML, and Crystal Reports.
- Strong knowledge of data analysis, data transformation, conceptual data modelling, and meta-data management.
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

My dedication and commitment

Job holder Signature: Date

Print Job holder Name:

General Manager, Technology and Transformation: 

Date: 30.03.2020