

Vision

A cancer free future.

Statement of purpose

We are Australia's leading cancer charity uniting the community to reduce the impact of cancer.

Position description and person specification

Position title:	Business Analyst / Database Developer		
Position number:	AO14		
Unit:	Information Technology		
Department:	Corporate Services		
Location:	202 Greenhill Rd, Eastwood		
Manager:	Manager, Information Systems & Security		
Employment:	Full-time		
Last updated:	July 18	By whom:	Manager, Information Systems & Security

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 16 value statements that encapsulate 16 behaviours—they are grouped into four headline attitudes:



Unit role and objectives

The Corporate Services Unit provides the overall accounting, financial, human resources and information technology support for the whole organisation to enable its staff to carry out their agreed objectives.

Position overview

The first component of this role is responsible for managing the vast amount of data captured and maintained by our information systems. This information is held in native system data tables in each application. The role will drive the types of information that is made available to support the business operations and the best methods of delivering this.

Key elements of the role are to develop the structure for holding information where applicable and also have an understanding of the information held within the native system data tables and how this information relates to the day to day activities of Cancer Council SA.

The second part of this role is a tactical role, comprising of constructing data structures, creating executable routines to populate the data warehouse and includes creating complex reporting data sets ready for utilisation by others.

Provide day to day administration and management of the organisations core databases including Salesforce (CRM), RMS (Accommodations) and Finance1 (Finance) databases and produce SQL query data exports to user needs specifications. Maintain data integrity and performance.

Reporting relationships

The position reports to: Manager, Information Systems & Security

Number of staff reporting to position: 0

Key accountabilities (outcome based)

- Ensure data is stored, access controlled and transmitted in accordance with the requirements of the Australian Privacy Act 1988.
- Work with business units to improve business processes.
- Design and develop the Data Warehouse structure to enable reporting and Analysis tools to provide business insights.
- Produce relational database designs (logical) and functional systems designs as a result of thorough analysis of user requirements.
- Write concise and clear user manuals to accompany database systems.
- Ensure data integrity, administer, create and manage all SQL databases, including monitoring and optimising database performance, thorough testing of new versions of programs, regular management of duplicate records, backup procedures, and transferring and migrating data.
- Producing data exports and reports in conjunction with key users from all databases using SQL querying.
- Develop functionality to capture data to our CRM to improve business processed resulting in operational efficiency and effectiveness.
- In conjunction with the Manager, Information Systems & Security estimate resource requirements to deliver system and operational enhancements, prioritise the enhancements. Determine the optimal method of delivering and report to Executive through the General Manager Corporate Services for ratification of organisational priorities.
- Assist with the development of procedures and policies. Document and implement these for use by all users.

- Follow formal project processes, e.g. change requests, impact assessments
- Create functional acceptance criteria including detailed test plans and test packs.
- Assist with general help desk support and daily operational duties as directed by the Manager Information Systems & Security.
- Perform Technical Installations for minor and major revisions of database systems. Analyse business needs in conjunction with upgrades. Test the system comprehensively prior and after major upgrades.

Protect your own health and safety and that of others by:

- Complying with, and actively contributing to the development of, organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.

Special conditions

- At times planned or emergency work may need to be carried out outside of normal work times.
- The position requires on call support outside of business hours including weekends and public holidays when providing back up support to the Manager Information Systems & Security.
- Some out-of-hours work and interstate travel may be required.
- The successful applicant must be a non-smoker.

Person specification (knowledge, skills and experience)

- SQL query writing – develop reports and data extracts and core to SSIS / SSRS
- SQL Server Integration Services (SSIS) – enable data movement between data sources and data warehouse
- Power BI – new generation analyst reporting tool. Experience in Data Analysis Expression (DAX) query language for PowerBI
- Data Warehouse design and development from a range of data sources.
- SQL Server Reporting Services (SSRS) – reporting tools, develop and support existing reports
- Experience with using, maintaining and administering a SQL Server database.
- 2 - 3 years as an Analyst with database knowledge.
- Ability to work in both a team environment and independently.
- Concise and clear documentation skills.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____