



POSITION DESCRIPTION

Position:	Manager - Business Intelligence	Location:	CEO Rockhampton
Reports to:	Assistant Director: Business and Strategy	Date:	2023
Classification:	CEO Scale Level 5	Status:	Full-time
Employee Name:		DMS:	

Mission

The Manager – Business Intelligence supports the mission of Catholic Education by serving the educational communities of the Diocese of Rockhampton.

The role calls for a person who is committed to the Catholic ethos and mission; is organised, motivated and able to work both independently and collaboratively; has or has an ability to rapidly acquire, a deep knowledge of education to identify emerging issues and opportunities; is thoroughly professional in their approach; and can demonstrate high level written, oral and digital communication skills. Excellent relational skills are required to build trust and strong, productive working relationships, as is an ability to respond and adapt to internal and external demands, and competing pressures. A capacity for tact and discretion and an ability to maintain confidentiality are expectations of the role.

The Business Intelligence team provides leadership and technical expertise across a range of business intelligence areas, including provision of learning analytics tools, system applications support, staff training and development, and data collection and reporting. The team aims to enhance the capability of CEDR system, school and kindergarten evidence-based strategic decision making.

Organisational environment

Catholic Education Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North, and West to Longreach and beyond, to the Northern Territory border. Kindergartens, schools and colleges provided by the Catholic Education Office are organised into four geographic regions.

All Catholic schools and services operate according to the mandate of the Diocesan Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Diocesan Director of Catholic Education.

The Catholic Education Office covers three areas of Ministry; Catholic schools, Adult Faith Education and Formation, and Religious Instruction in state schools. In addition, it oversees the operation of Early Learning and Care Centres.

For further information regarding CEDR can be accessed via our website:
<https://www.rok.catholic.edu.au/>



Purpose of the position

As Manager - Business Intelligence you will:

- lead the design, development and implementation of critical business intelligence capabilities and initiatives to guide and inform CEDR strategic decision making and performance improvement
- lead the provision of technical advice on developing CEDR's learning analytics capabilities
- develop and evaluate policies and practices to optimise the use of business intelligence and data analytics within CEDR
- oversee the staff training and development function of CEDR
- oversee CEDR's end user application support function, including The Alpha School System (TASS, CEDR's student information system)
- oversee school census data collection and reporting functions.

Key Duties

- Lead and manage the design, delivery and maintenance of CEDR's business intelligence (BI) system, dashboards and capabilities to support and guide progress on CEDR's strategic priorities and organisational performance.
- Provide expert consultancy advice and professional support to the CEDR Leadership Team and managers, to enable the vision for and maturation of business intelligence capabilities and the development of analytical capabilities and predictive analytics within CEDR.
- Apply industry knowledge to interpret and transform education and organisational performance data into actionable organisational insights and advice to inform decision making across the organisation.
- Facilitate professional learning opportunities and provide ongoing support for CEDR leadership (specifically Assistant Directors: Schools), school principals, leadership teams and CEDR managers to optimise the use of BI and analytic tools to support performance improvement, with a focus on student learning outcomes and organisational performance.
- Identify and assess data quality issues and data governance by collaborating with the Information Technology team and Risk and Compliance coordinator, to develop and implement appropriate standards, practices and documentation.
- Manage and monitor the engagement and delivery of outcomes from third party suppliers necessary to support the development of BI and analytical services.
- Lead and manage the optimal use and performance of critical system applications e.g., TASS.
- Lead and manage the professional learning and training function across all aspects of CEDR, including identification of staff learning needs, fit for purpose training opportunities, maintenance of appropriate systems, and management of compliance requirements.
- Engage proactively in targeted professional learning to deepen understanding of emerging state, national and international trends in education.
- Lead and manage the Business Intelligence team including staff work planning, review and development within budget.
- Perform other duties as required by the Assistant Director: Business and Strategy.

Qualifications and Experience

- Possession of degree level and/or post-graduate qualifications in business, management information systems, data management or a relevant field is preferable.
- Demonstrated track record of achievement in a senior role of expert technical knowledge in Business intelligence and performance in a complex large, decentralised operating environment.
- Strong working knowledge of the Microsoft suite including SQL Server, Power BI and MS Azure.

Mandatory requirements

The successful applicant will need to demonstrate:

- commitment to the ethos and values of Catholic Education
- ability to work within a confidential environment
- high level competency in data management and data analytics
- excellent interpersonal skills which will support:
 - Working as part of a small dynamic team and
 - A focus on providing support and advice
- excellent written and oral communication skills.

Authority limits

- Full authority is delegated to the role holder from the Diocesan Director of Catholic Education to produce the desired outcomes.
- There is no authority to commit funds.

Reporting and other relationships

- This position reports directly to the Assistant Director: Business & Strategy.
- The role holder will liaise regularly with a variety of staff and will require well developed interpersonal skills.
- Works closely with the CEDR Business Intelligence team.

Statement of Responsibility

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other CEDR/Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Workplace Health and Safety responsibilities

Each staff member is responsible for ensuring his/her health and safety by:

- complying with health and safety instructions
- taking action to avoid, eliminate or minimise hazards
- making proper use of personal protective equipment
- not wilfully placing at risk the health and safety of own self and others
- seeking information and advice when necessary
- being familiar with hazard/accident/reporting and emergency evacuation procedures
- ensuring child safe practices are adhered to in all instances
- reporting any notifiable events to the relevant authorities.

(Workplace Health and Safety Act, Qld)



Student Protection

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

Please note: Travel within the Diocese may be required from time to time and as such an Open Driver's Licence is a requirement.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Name

Signature

Date