

Position Description – Business Intelligence Analyst

June 2025

Position title	Business Intelligence Analyst
Position number	1694
Classification (Level)	Level 6
Department	Office of the CEO
Division	Office of the CEO
Business unit	Data and Analytics
People Leader	Business Intelligence Lead
Key stakeholders	Executive Leadership Team, Senior Leadership Team, Information Services Team, Change Manager, Strategy and Risk Team, IT Operations Team, Vendors, Consultants

Community Vision: A liveable, sustainable community.

The strategic directions of Liveable, Sustainable, and Community reflect the aspirations of the community for the City of Marion's future.

A fourth strategic direction, Our Organisation, sets the focus for Council and its staff toward fulfilling the 2024-2034 Community Vision and Strategic Directions. These interconnected directions emphasise a commitment to achieving holistic outcomes for the council area

City of Marion Values

Our Values inform what is important in how we deliver for our community.

They aspire towards a consistent standard that can be expected from all who engage with the City of Marion.

Together we...

Focus on the customer | We are:

- Engaged with our diverse community
- Responsive and proactive
- Dedicated to delivering great customer experiences

Engage with respect | We are:

- Committed to a safe and inclusive workplace
- Connected, caring and professional
- Honest, transparent and act with integrity

Embrace excellence | We are:

- Adaptable, driven and continuously improve
- Accountable for our decisions and actions
- Proactive in sustainability and support the environment

Our Community Vision



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Purpose

The Business Intelligence Analyst plays a key role in supporting the City of Marion's vision to become a data led organisation – where decisions are driven by evidence, insights, and the smart use of information. This role directly supports the Information Services Strategy (T27), which outlines a future-focused approach to technology and data that enhances community engagement, improves internal efficiency, and underpins the delivery of strategic priorities.

The role is responsible for transforming data into actionable insights that improve decision making, service delivery, and operational performance across the organisation. In doing so, it contributes to T27's key focus areas, including building capability for data-driven decision making, improving access to management information, and enabling efficient business processes through technology.

By collaborating across departments and using data to identify opportunities, measure outcomes, and support continuous improvement, the Business Intelligence Analyst helps ensure the Council delivers meaningful, transparent, and measurable value to the community.

Key Deliverables

A key focus of this role is to understand our data assets and key metrics and be able to create and maintain dashboards that accurately reflect performance of our services/products, by:

- Critically evaluating, validating and screening data as it is collected.
- Perform data profiling to identify and understand anomalies.
- Collaborate with data owners and stewards to improve data quality, completeness, and consistency across key systems and business domains.
- Develop methodologies to improve data analysis.
- Continually monitor data collection.
- Reporting data findings to management.

Person Specification

Essential criteria

- Advanced SQL skills.
- Advanced experience with PowerBI or similar business intelligence visualisation software.
- Stakeholder management skills.

Qualifications

- Bachelor's degree in Computer Science, IT, mathematics, economics, statistics or related discipline.

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Skills, Knowledge and Experience

- 3+ years' experience working with data assets with the purpose of delivering insight.
- The ability to work with large scale, complex, poorly documented and sometimes incomplete data.
- Ability to present analytics and insights in an intuitive manner.
- Ability to comprehend business needs and convert them into analytics requirements.
- Ability to write accurate, concise and relevant cost and project performance reports to Senior and Executive leaders.
- Methodical approach to work, including attention to detail, able to plan, prioritise workload, meet deadlines and work without close supervision.
- Excellent time management and prioritisation skills and proven ability to be flexible in meeting changing priorities, workloads and urgent matters.

Personal Attributes

- Committed to high quality customer experience.
- High attention to detail.
- Positive and energetic team member who enjoys working with people

Standard conditions

- Satisfactory completion of a National Police Clearance (will be arranged by the City of Marion)
- Satisfactory completion of applicable Medical Assessment (will be arranged by the City of Marion)
- Must be either an Australian resident or possess the legal right to work in Australia, with the ability to provide documentation of a valid work visa.
- Comply with existing Work, Health and Safety legislation and regulation obligations and apply "Think Safe Live Well" philosophy.
- Embrace ethical and moral behaviour and report any suspected instances of fraud and/or corruption in accordance with Fraud and Corruption Management and the Code of Conduct.
- Adhere to the City of Marion Values.
- The incumbent will perform other duties as required.

Other conditions specific to the role

- Must hold a valid, full (unrestricted) driver's license in accordance with South Australian requirements.

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- Attendance at council meetings will be required from time to time, some out of hour's work may be required.

Position description confirmation and acknowledgement

New employee acknowledgement

By signing the 'City of Marion Employment Acceptance Statement' in your Letter of Offer, you are agreeing to the Position Description attached to your Offer.

Employee name:	Signature:	Date:
Leader name:	Signature:	Date:
HR name:	Signature:	Date: