

**Job Title:** Senior Business Intelligence Analyst

**Department:** Performance Analytics and Management

**Reports to:** Manager, Performance and Development

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**Summary**

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Performance and Development, the Senior Business Intelligence Analyst will support the Performance Management and Analytics function by working closely with other team members across all workstreams at BCIB and strategic stakeholders. The Senior Business Intelligence Analyst will meet the needs of the business for business intelligence provision and analysis through data visualisation and data modelling to identify trends and improvement opportunities for workstreams, managers and executives across the organisation. This role will work with the data governance team to manage data quality, accuracy, and develop policies and procedures for the collection and analysis of data. The Senior Business Intelligence Analyst will align key performance indicators with corporate strategic objectives, to track and improve the performance of the business.

**Essential Duties & Responsibilities**

**Communication and analysis**

- Conceptualise, design, and build business intelligence prototypes to identify trends that impact the business, provide opportunities for improvement and support leadership in strategic decision-making.
- Manage the flow of information to the right stakeholders in a timely manner, based on an established frequency.
- Communicate and share insights with stakeholders both internally and externally.
- Gather business requirements for reporting across different departments and document in JIRA (workflow management system).
- Identify, review, analyze and interpret data from multiple internal and external sources.

**Reporting**

- Build, maintain and enhance reports and dashboards in Power BI.
- Build, maintain or support in the development of reports and dashboards in Salesforce.

- Build, maintain or support in the development of reports and dashboards in JIRA.
- Build data visualizations and reports from Data Warehouse using Power BI and SQL Server Reporting Services.
- Actively respond to any business related data requests, working closely with other departments to design and create required reports.

#### **Data Governance**


- Develop policies and procedures for the collection and analysis of data.
- Ensure the quality, accuracy, reliability, and timeliness of the data and reports available within all reporting environments through meticulous testing, automated and manual data reviews, performance monitoring, contingency planning, consistency reviews, and other methods as appropriate.
- Provide input into the design and development of the organization's data warehouse.
- Specify, maintain and build ETL pipelines.
- Work with the data team to design and implement data quality and data management tools and optimizing strategies.
- Support data integrity and compliance with internal and external audit requirements.

#### **Performance Management**

- Manage the planning and utilization of data, analytics and performance measurement services and align with business objectives.
- Manage the report suite and data products for analytics and forecasting to support fact-based decision making.
- Establish toolkit creation (platform/dashboards) that will enable the KPI and metrics to be measured and tracked.
- Monitor KPI's and establish reporting for such metrics.
- Support Manager, Performance and Development to establish or capture KPI's and metrics.
- All other duties, as and when required.

#### **Desired Skills & Qualifications**

- Highly motivated, organized, and have good interpersonal and communication skills.
- A demonstrated analytical skillset
- Skilled in anomaly detection
- Ability to work in a fast paced, deadline-driven environment.
- Stay in touch with latest technology trends in business intelligence and data visualisation.
- Excellent problem solving and troubleshooting skills.
- Experience building reports and dashboards in Power BI, Salesforce and JIRA platforms
- Experience with relational databases and data modeling



**Education and Experience**

- Bachelor's degree related to information system or computer science or analytical field
- 5+ years of experience in business intelligence, data engineer or similar position
- 2+ years experience working within a data warehouse environment
- Highly proficient with Microsoft BI stack (Power BI, SSAS, SSRS)
- Strong understanding of complex SQL
- Comfortable working with Python and C#
- Experience in utilizing SSIS to create ETL pipelines
- Knowledge of data warehouse, data mart and database technologies, standards, and methodologies
- Experience with Git is a plus
- Collaborative Mindset

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)