

Role Description



Role title:	Classification:
SQL Report Developer	ASO6
Division/Business unit:	Reports to:
Finance, Digital and Customer Support /Business Improvement and Technology	Manager, Data Architecture and Decision Support

Role purpose:

The SQL Report Developer is a role within Business Improvement and Technology and is accountable to the Manager, Data Architecture and Decision Support for:

- Establishing and maintaining robust data management and automated reporting capabilities from a range of systems.
- Supporting reporting and analytics across the organisation.
- Developing effective enterprise data warehouse solutions, end-user reports, systems and tools using Microsoft BI Solutions.
- Analysing current state data management and reporting capabilities, and design, document and build future state data architecture.

Key outcomes and accountabilities:

1. Design, develop and implement technical and business processes that will deliver high quality sources of data for service standards, and manage the ongoing effort associated with improving and maintaining data quality within Data Warehouses and associated end-user reporting systems and tools.
2. Design, develop and implement the required datasets in data warehouses, ensuring a strong focus on data quality and documented data standards, along with comprehensive and accurate documentation and establishment of robust data governance processes.
3. Ensure datasets are maintained in accordance with documented metadata definitions, meet business needs and facilitate both timely and accurate report development.
4. Lead the development of automated performance analysis and reporting mechanisms to enable the business units to effectively manage performance indicators that allow early identification of emerging trends.
5. Apply data analysis, data modelling, and quality assurance techniques, based upon a detailed understanding of business processes, to establish, modify or maintain data structures and associated components.
6. Undertake a range of project management functions, including identifying and determining systems development and functionality requirements, obtaining approvals and ensuring that key stakeholders are consulted and involved.
7. Develop and maintain a sound and comprehensive understanding of the business to enable the correct development and enhancement of data definitions and interpret data correctly.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager Data Architect and Decision Support (line manager)
- Senior Managers across DHS
- Staff in all functional areas across the Department
- Service Providers
- Office for the Commissioner for Public Sector Employment

Budget/Delegations:

No budget or delegations accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.
- We are committed to treating everyone equally, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- We are committed to open, inclusive workplaces that embraces and supports difference and diversity. This includes a zero tolerance for discrimination or disrespectful behaviours, whether to or by customers, staff, or suppliers and contractors.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **ICT Knowledge** - Demonstrated knowledge of the software development lifecycle, development methodologies, business analysis methodologies, business process modelling techniques and business architecture principles.
2. **SQL Development Skills** – Experience in Microsoft SQL Server Development / Performance tuning, Microsoft Business Intelligence stack (SSIS, SSAS, SSRS), Microsoft Power BI, and contemporary technologies including (Azure, MS SQL server, XML, CSS, Windows 10/11, MS Office).
3. **Data Architecture** - Knowledge in data architecture frameworks/principles that create models of data which enable the implementation of the intended business architecture to create a reporting environment.
4. **Database Knowledge** – Extensive knowledge in Microsoft SQL server development and best practices; and knowledge of multiple databases (Oracle / SQL etc) to an integrated reporting database.

5. **Project Management** - Utilise experience in successfully managing projects across a department or multiple organisations involving business change.
6. **Service Management** - Understand the principles of proactive IT service management and how to implement these to deliver an effective service provision.
7. **Production Support** - Experience in managing the production environment and demonstrated understanding all aspects of the information system software development life cycle.

Qualifications:

Essential: Not Applicable

Desirable: A degree in Computer Science/Data Analytics.

Key leadership competencies and expected behaviours at this classification:**Supports and implements strategic direction**

- ☒ Understands the big picture and contributes to the development of strategic direction for the BU.
- ☐ Assumes ownership of team goals and business objectives.
- ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- ☒ Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- ☐ Delivers results and improvements to meet team objectives.
- ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- ☒ Abides by the laws, regulations and policies determining team and individual role activities.
- ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- ☒ Monitors team/project performance and seeks feedback to guide improvements.
- ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- ☒ Adds value to the BU by setting, reaching and encouraging high performance standards.
- ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- ☐ Provides others with ongoing feedback and coaching for development.
- ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- ☒ Embeds a strong customer service ethos by understanding needs.
- ☐ Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- ☒ Seeks to understand the perspectives of others and the implication in the wider public sector.
- ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- ☒ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- ☒ Engages in strategic relationships with internal and external stakeholders.
- ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

Exhibits personal drive and professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

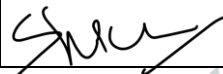
Approval:

Assessed by: Madeline Yee, Lead HR Business Partner



Date: 10/04/2025

Approved by: Shikha Sharma, Director BIT



Date: 15/04/2024