

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Business Intelligence and Power Platforms Administrator
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	General Manager, Applications and Data
EMPLOYMENT TYPE	Full-time permanent
CLASSIFICATION LEVEL	SQ Employment Contract
CONTACT INFORMATION	Jen Mackey, General Manager, Applications and Data Phone: 07 3008 6100 Email: Jen.Mackey@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ02.25
CLOSING DATE	2 February 2025

THE POSITION

The Business Intelligence and Power Platforms Administrator sits within the Information Architecture team and has responsibility for delivering high-value business intelligence and power platform solutions to Stadiums Queensland (SQ). The role leads the development, enhancement and support of SQ's Power Platform environment including Power BI dashboards and reports, Power Apps, Power Automate, Dynamics 365 and Dataverse.

WORK ENVIRONMENT

This position works within Stadiums Queensland's Technology Services team. Whilst based in the Corporate Office, the role also requires direct interaction with, and support for, venue and Corporate Office teams and is required to participate in an after-hours on-call roster.

TECHNOLOGY ENVIRONMENT

Stadiums Queensland's technology environment is supported by an enterprise-wide, centrally based team for both corporate and venue operational needs. Venues and sites are interconnected using various data communication technologies, and business applications and systems are supported by a mix of on-premises and modern hybrid products.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>





KEY ACCOUNTABILITIES

- Work closely with business units to understand their functions and unique opportunities and challenges that can be addressed through the delivery of high-value business intelligence and Power Platform solutions
- Drive end-to-end delivery of business intelligence and Power Platforms solutions across ideation, solutioning, requirements, specification, design, delivery, testing and transition into service.
- Help to shape and deliver the broader Data and BI roadmap, contributing to a range of cutting-edge data and analytics projects and solutions.
- Manage third-party vendors who may be engaged to support the development delivery of business intelligence and Power Platforms solutions.
- Work closely with other team members on integrations between business intelligence and Power Platform solutions with other business applications, platforms and systems.
- Lead and deliver support for business intelligence and Power Platform solutions including troubleshooting, remediation of issues and general improvements.
- Conduct training and knowledge management activities required to drive the implementation and effective use of business intelligence and Power Platform solutions.
- Drive continuous improvement activities, lifecycle, and evolution across the portfolio of business intelligence and Power Platform solutions.
- Promote a culture of continuous improvement and contribute to the ongoing development of SQ's information architecture including identifying opportunities for improvement, management of lifecycle and evolution of the platforms and group.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- 4+ years applicable business intelligence and Power Platforms experience; and
- 2+ years business engagement and internal consulting experience

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- Strong expertise in Microsoft Power Platform products and solutions including:
 - Dynamics 365
 - PowerBI
 - Dataverse / Data Lake
 - Power Automate and flows
- Strong understanding of data governance, data management, data sources, APIs and analytics
- Strong communication, documentation and presentation skills
- Good understanding of common business functions (e.g. finance, HR, supply chain)
- Good knowledge of common, modern data and analytics technologies
- Capability to effectively manage several projects simultaneously and meet objectives
- Good understanding of change management processes



DESIRABLE

- Relevant industry certifications (e.g. Microsoft Power Platforms, Microsoft Dynamics 365, etc.)
- Knowledge of / certification in ITIL / IT Service Management
- Relevant tertiary qualification (e.g. Information Technology, Computer Science)
- Good understanding of project management processes
- Knowledge of AS/ISO standards and Queensland Government Information Standards



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

