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**Business Intelligence Analyst**  
**Temporary Full Time (6 Months)**  
**Competition Number: 201942**  
**BC Oil & Gas Commission, Victoria**  
**Grid 24: \$69,211.71 - \$78,877.77 \***

*\*Posted salary includes a JFMM Allowance of 10%*

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The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

#### **PURPOSE OF POSITION**

The Business Intelligence Analyst is key in the creation and delivery of Business Intelligence (BI) at the Commission. This diverse and challenging role is tasked with identifying and managing the implementation of new BI capabilities; supporting the operational delivery of BI and maintenance of the BI system; managing vendor(s) to support the development and maintenance of the BI system; developing technical skills and knowledge to transition maintenance tasks in-house; supporting and encouraging business areas in utilization of BI; and carrying out value-added research and analysis related to issues of strategic importance to the Commission.

#### **SELECTION CRITERIA**

- Bachelor's degree such as Business Administration, Economics, Public Administration, or Computer Science and 2 years' experience; OR
- Equivalent combination of education (at least 2 years) and 5 years' experience
- Demonstrated experience writing SQL queries to gather data from various databases
- Demonstrated experience working in an operational BI setting – data analysis and reporting, developing BI capabilities, providing user support
- Demonstrated experience developing BI capabilities – e.g. reports, dashboards
- Demonstrated experience in project management
- Demonstrated experience carrying out research, developing methodologies, working with data and presenting findings
- Demonstrated experience preparing comprehensive presentations, reports, briefing notes and/or issue papers

If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to midnight **May 28, 2019**. Please note applicants will only be contacted if they are selected to proceed further in the process. An eligibility list may be established.

**For More Information:**

**Recruitment 250-419-4463**

POSITION TITLE:	Business Intelligence Analyst	POSITION #:	573223
DIVISION:	Corporate Services	CLASSIFICATION:	Grid 24
Program Area:	Planning and Technology	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Manager, Business Intelligence, Research and Analytics	POSITION #:	573747
SUPERVISOR'S CLASSIFICATION:	Grid 31	LOCATION:	Victoria

The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

#### **JOB OVERVIEW**

The Business Intelligence Analyst is key in the creation and delivery of Business Intelligence (BI) at the Commission. This diverse and challenging role is tasked with identifying and managing the implementation of new BI capabilities; supporting the operational delivery of BI and maintenance of the BI system; managing vendor(s) to support the development and maintenance of the BI system; developing technical skills and knowledge to transition maintenance tasks in-house; supporting and encouraging business areas in utilization of BI; and carrying out value-added research and analysis related to issues of strategic importance to the Commission.

The value added research and analysis carried out by the BI Analyst is varied in complexity and scope. Conducting this work effectively requires adept analytical skills, an understanding of the organization's strategic environment, and an ability to deliver findings in a manner that is digestible and actionable by managers and leaders. Wherever possible, the BI Analyst is expected to work in a self-directed manner, with initiative, and leverage existing BI tools in completing this aspect of the role.

#### **ACCOUNTABILITIES**

- Participates in the creation, provision, and marketing of tools or services that establish the team as a BI Centre of Excellence;
- Acts as an internal consultant to support corporate performance measurement, e.g. measure development and associated BI capabilities;
- Complete lifecycle project management for development or updating of BI capabilities, including requirements gathering and documentation, design, development, testing, and training;
- Develops project plans, obtains commitment from all groups and recommends project plan to approval authority;
- Tracks and monitors project budget variances throughout the lifecycle of the project;
- Delivers value-added research, methodology & analysis;
- Conducts and leads research to develop and present recommendations to senior leadership;
- Carries out evaluations related to the effectiveness of Commission programs and regulations;

- Provides support, training and orientation to users of BI system and capabilities;
- Proactively analyzes, diagnoses and resolves technical problems and issues when identified;
- Manages BI system administration and maintenance and continuous improvement;
- Carry out BI data quality procedures and takes proactive steps to improve data quality whenever issues or opportunities arise;
- Manages production and delivery of BI products, such as reports and dashboards;
- Supervises and trains students or auxiliary staff in carrying out operations business intelligence activities'
- Assists with contract management.

**ORGANIZATION CHART**

Commissioner, Chief Executive Officer  
 Executive Vice President, Chief Financial Officer  
 Vice President, Planning and Technology  
 Manager, Business Intelligence, Research and Analysis  
**Business Intelligence Analyst (Topic Position)**

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education:**

- Bachelor’s degree such as Business Administration, Economics, Public Administration, or Computer Science and 2 years’ experience; OR
- Equivalent combination of education (would be at least 2 years) and 5 years experience.

**Experience:**

- Experience writing SQL queries to gather data from various databases
- Experience working in an operational Business Intelligence (BI) setting – data analysis and reporting, developing BI capabilities, providing user support
- Experience developing BI capabilities – e.g. reports, dashboards
- Experience in project management
- Experience carrying out research, developing methodologies, working with data and presenting findings
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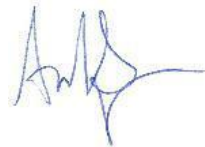
**KEY COMPETENCIES**

**Initiative** - Takes the initiative to identify new challenges or opportunities

**Communication** - Ability to clearly convey and receive messages

**Problem Solving** - Uses critical thinking skills to solve problems and achieve effective solutions

**Results Orientation** – Knowing what results are important and focusing resources to achieve them



February 25, 2019

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DATE

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EXCLUDED MANAGER SIGNATURE