



## NON-CONTRACT ROLE DESCRIPTION

JD3414

<b>ROLE TITLE:</b>	Specialist, Business Intelligence Data Warehouse	<b>ROLE DESCRIPTION NO.:</b>	01070
<b>DEPARTMENT:</b>	Decision Support	<b>HEABC REFERENCE NO.:</b>	1872815
<b>REPORTING TO:</b>	Manager, Enterprise Data Warehouse	<b>HSCIS CODE:</b>	05099
<b>CLASSIFICATION:</b>	NCEM/Range 8A	<b>JOB CODE:</b>	05099GA

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Enterprise Data Warehouse, the Specialist, Business Intelligence Data Warehouse develops, manages, and updates data models, including physical and logical models of the data warehouse, data mart, and staging area, and sometimes the operational data store and source systems. The Specialist is a lead resource responsible for the architecture, design, implementation, and operational support of the Business Intelligence databases, data repositories, and related infrastructure.

The Specialist is accountable for the day-to-day data warehouse environment that includes applications, systems, and services that are mission-critical and requires twenty-four hour support. The Specialist plays a key leadership role in the recovery process in the event of critical system outages.

### DUTIES AND RESPONSIBILITIES:

1. Ensures the quality of logical data models and implements the physical database including development of conceptual and logical data models, defining dimensional models and structures including metadata, and defining and enforcing a data security framework within the data warehouse.
2. Defines fact and dimensional tables and incorporates new dimensions into the overall data architecture.
3. Develops and managing ETL processes and ensures data refreshes are completed to schedule.
4. Assists the Manager, Business Intelligence Data Warehouse in administering contracts and working agreements with vendors, service suppliers and external consultants to meet departmental needs.
5. Coordinates, develops and undertakes the work plans for Data Warehouse operations, data quality, and data set development.
6. Works in collaboration with other user departments, IM/IT and Island Health Executive.
7. Creates and alters database objects, specifies data retrieval and modification strategies, programs business logic, and tunes and optimizes data access.
8. Monitors database performance to meet service level agreements for customers.
9. Interviews business users to obtain data requirements for new analytic applications.
10. Designs conceptual and logical models for the Business Intelligence Data Warehouse.
11. Communicates physical database designs to Database Administrator.
12. Evolves models to meet new and changing business requirements.

13. Develops process for capturing and maintaining metadata from all data warehousing components.
14. Models management standards, logical and physical data models and meta model for metadata repository.
15. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a Bachelor's Degree in Computer Science and at least five (5) years' recent related experience in areas such as management of data warehouse implementations, performance of MS SQL Server DBA functions including backup and recovery, performance monitoring, performance optimization, disk space utilization, software installation and upgrades, logical and physical data modeling, development of stored procedures, triggers, views, and other database objects, ETL procedures; large scale project management; health care clinical and administrative implementations.

### **Skills And Abilities**

- Effective interpersonal, verbal, and written communication skills.
- Ability to write programs in a variety of programming languages.
- Ability to transfer knowledge and skills to other department staff.
- Ability to provide clear and concise system documentation and procedures for other staff.
- Ability to keep skill set up to date with new technologies as they are introduced to the workplace.
- Data standards, database structures, database server administration.
- Familiarity with HL7, XML, MIS guidelines.
- Strong understanding of Cognos from a development and architecture perspective.
- Ability to work independently and organize workload and priorities with minimal supervision.
- Superior database querying skills including using Structured Query Language.
- Physical ability to perform job.
- Strong conceptual, communications, and technical skills.
- Ability to translate business needs into technical solutions.
- Strong relational and dimensional data modeling and database design skills.