

Position Description Power BI Specialist

Title:

Power BI Specialist

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

We require this role to lead the rollout and adoption of Power BI at Tatua and develop business reports to empower our people to make informed business decisions, through trusted and accessible data.

Reports to:

Data and Insights Manager

Direct Reports:

None

Key Relationships:

ICT Team, LIMS Project Team, Operations, P&C

Key Responsibilities:

- To be a key team member of the Data and Insights team and the wider ICT team, working closely together to achieve the ICT strategies which align with and enable company objectives to be achieved.
- Lead the implementation of Power BI across the business including enhancing workspace configuration, security management, and data flow architecture
- Provide oversight of Power BI governance, ensuring development standards are consistently applied, regularly reviewed, and enhanced to support enterprise-grade reporting.
- To have a good understanding of business processes and related systems to better understand how data is stored within Tatua's business solutions to ensure the interpretation of the data is accurate and correct.
- To work closely with the business to understand requirements, designing, building, and delivering Power BI dashboards and reports
- Conduct workshops and training sessions to support business users in becoming self-sufficient with Power BI.
- Upskill the Data & Insights team to ensure long-term sustainability of Power BI support and development.
- To help the business with change management initiatives relating to the Power BI rollout ensuring the business is well supported during and after the change.
- To build/maintain professional relationships with the wider business to ensure the communication lines are open and effective.
- To work closely with the ICT team as required, helping support the business.

Position Description Power BI Specialist

Key Result Areas (KRAs):

KRAs:	Measures:
Power BI Rollout	<p>To lead the rollout of Power BI at Tatua including:</p> <ul style="list-style-type: none"> • Workspace and security management • Documentation of best practices • Creation of branded templates • Dashboard and report development • User training and support
Data and Insights Projects	<p>To manage oneself and business SMEs through the requirements and development process:</p> <ul style="list-style-type: none"> ○ Administer the requirements documentation. Liaise with the business where details are vague or insufficient. ○ Liaise with the Business Intelligence Analysts in determining best structure for data storage, transformation through the Data Warehouse. ○ Undertake development through creation of Power BI data models, reports and dashboards. ○ Provide progress updates/issues at the regular Data & Insights team meetings and to the related business SME. ○ Perform the initial testing before handing to the SME/business for Use Acceptance testing. ○ Complete the required ICT change management documentation for promotion to production. ○ Complete the relevant end-user documentation and training as required. <ul style="list-style-type: none"> • To work closely with the Data and Insights Manager to scope larger projects including; business requirements, resources, timelines and budgets.
Data and Insights Support	<ul style="list-style-type: none"> • Provide level 2/3 end user support for Power BI reporting solutions • Ensuring the ICT service desk jobs are completed in a timely manner and escalated quickly (if required). • Be key source of knowledge for the Power BI reporting solutions. • Monitor progress of issues escalated to external suppliers to achieve earliest possible resolution and communicate back to the business as required.
Self-Management	<ul style="list-style-type: none"> • To be an active and positive Data and Insights team member <ul style="list-style-type: none"> ○ Providing input and feedback on current issues/projects ○ Ensuring deadlines and milestones are being achieved ○ Highlighting opportunities for improvement across the business and within the Data and Insights team • Actively achieving agreed objectives. • To be available for regular one on one catch-ups/reviews.
Relationships - ICT	<ul style="list-style-type: none"> • Work closely with the Business Intelligence Analysts to ensure data is captured, transformed and presented effectively in the Data Warehouse as a reporting source. • Mentor/upskill the Data and Insights team to provide future Power BI support and development to the business. • To work closely with the wider ICT team to ensure we (ICT) are aligned and functioning well as a whole.
Relationships - Business	<ul style="list-style-type: none"> • Facilitate cross-functional Power BI Super User forums to encourage knowledge sharing.

Position Description Power BI Specialist

	<ul style="list-style-type: none"> To support the Data Insights Manager in providing project updates to ensure the wider business is aware of ICT related projects and their status. To be available to the business to discuss progress of their issues/projects and/or new issues/projects.
Relationships - External	<ul style="list-style-type: none"> To build and maintain relationships with relevant suppliers and contractors where applicable.
Other tasks	<ul style="list-style-type: none"> As directed by Data and Insights Manager.
Health & Safety	<ul style="list-style-type: none"> Undertake all work in a safe manner and follow all company and workplace health and safety procedures. Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required). Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible.

Key Skills / Knowledge / Experience Required:

- Proven experience in Power BI development and administration.
- Advanced expertise in data modelling, DAX, and Power Query (M language).
- Experience with SQL Server, Data Warehousing, SharePoint and Microsoft 365 integrations.
- An understanding of ETL workflows and key data warehousing principles.
- A solid foundation in data governance principles.
- Adaptability to changes in direction and focus.
- Ability to work independently and collaboratively in a fast-paced environment.
- Excellent written and verbal communication skills.

Essential Qualifications Required:

- N/A

Desirable Qualifications:

- Microsoft Certified: Power BI Data Analyst Associate
- Computer Science degree or equivalent.

General

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

**Position Description
Power BI Specialist**

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
			()					

