

Position Title:	Data Management and BI Specialist	Classification:	IS27
Department:	Application Management Services	Job Code:	90000665
Work Unit:	Data Engineering and Analytics Team	Job Title:	Information Systems Officer N27 -w40
Manager Title:	Director, Application Services (non-HIBC)	Last Updated:	December 17, 2024

DEPARTMENT OVERVIEW

The Advanced Solutions Data Engineering and Analytics team supports the data warehousing, reporting and analytics services provided by the Advanced Solutions Application Services practice. The team is multidisciplinary and delivers solutions to multiple clients in several technology stacks. The broad goal of this department's work is to help clients build and maintain modern data architectures to maximally leverage their data assets in an increasingly data-driven world. Key functions include:

- Design development, and maintenance of data pipelines.
- Design, development, maintenance, and operations of data warehousing and business intelligence systems.
- Delivery of business intelligence and analytics services; and
- Delivery of consulting services for data architecture, data engineering, data management and business intelligence.

DESCRIPTION

Reporting to the Team Lead of Data Engineering and Analytics, the Data Management and BI Specialist plays a key role in designing, implementing, and maintaining data solutions for both internal and external clients in the Microsoft Fabric data platform. This position combines hands-on technical work with client consultation to deliver effective data management processes and business intelligence solutions.

This role requires versatility across the data stack, with responsibilities split between data engineering (40%), business intelligence (30%), and stakeholder consultation and solution design (30%). The successful candidate will spend time building and maintaining data pipelines and structures while also creating impactful visualizations and reports. Typical tasks include developing Power BI dashboards, optimizing data models, building and testing data pipelines, and consulting with stakeholders on data architecture decisions.

ACCOUNTABILITIES/DELIVERABLES

- Design, implement, and orchestrate data pipelines using Microsoft Data Factory and Data Engineering tools to support both operational and analytical needs.
- Design, implement and optimize analytical databases in T-SQL using Fabric MSSQL databases and Synapse Data Warehouses.

- Design, implement and optimize Lakehouse's using Synapse Data Engineering and notebooks.
- Develop and maintain Power BI reports and dashboards, ensuring they meet business requirements and follow best practices.
- Develop Power Query transformations in Power BI and Data Factory.
- Collaborate with stakeholders, including external clients, and internal leadership to understand business requirements and translate them into technical solutions.
- Design and implement data quality processes and governance standards to ensure accuracy of data and robustness of systems processes.
- Perform systems, end-to-end data validation and unit testing of data engineering systems.
- Support the preparation of data structures suitable for future AI/ML initiatives.
- Document technical processes and maintain solution documentation.
- Provide guidance to business users on self-service BI tools and data access.
- Provides architectural guidance to clients on the design and structure of fabric artefacts to ensure performance, stability, and cost-effectiveness.
- Provides technical advice and recommendations to develop action plans for streamlining data processes, enhancing reporting accuracy, and ensuring compliance with contractual and operational standards.

SUPERVISORY RESPONSIBILITIES

Type of Report	#	Type of Report	#
Direct (directly supervises assigned staff)	0	Indirect reports (supervises through subordinate supervisors)	0

PROJECT/TEAM LEAD OR TRAINING RESPONSIBILITY

Role	Y/N	Role	Y/N
Supervises students or volunteers	Y	Provides formal training to other staff	Y
Leads project teams	Y	Assigns, monitors, and examines work of staff	Y

FINANCIAL RESPONSIBILITY

Prepares and analyzes data and reports that are used to drive contractual performance metrics, billing, and corporate financial metrics.
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SELECTION CRITERIA

Education and Experience

- Bachelor's degree in computer science, Information Systems, or related field (or equivalent experience).
- 3-5 years of experience in data engineering and business intelligence.
- Strong proficiency with Microsoft Fabric components (or similar/predecessor tools):
 - Power BI (report development, DAX, data modeling, Power Query);
 - Data Factory or similar ETL tools;
 - SQL Server and T-SQL; and
 - Spark notebooks.
- Experience with data warehouse and data Lakehouse design and construction.
- Experience with data modeling and dimensional design.
- Experience building robust ETL processes and data pipelines.
- Experience with Python or similar programming languages is an asset.

- Experience using agentic coding harnesses to deliver technical or non-technical work products.
- Understanding of AI/ML concepts and data requirements.
- Knowledge of data governance frameworks is an asset.
- Experience working in an Agile environment is an asset.
- Industry certifications (e.g., Microsoft Data Engineer, Power BI) an asset.

Knowledge, Skills, and Abilities

- Understanding of data governance and quality principles.
- Knowledge of best practices for data pipeline development.
- Strong understanding of data visualization best practices, including:
 - Chart and visualization selection principles;
 - Dashboard design and layout optimization; and
 - Interactive visualization techniques.
- Familiarity with version control systems (e.g., Git).
- Strong understanding of agentic coding and context management techniques
- Demonstrated problem-solving and analytical skills.
- Excellent communication skills with ability to explain technical concepts to non-technical audiences.
- Strong collaboration and teamwork abilities.
- Self-motivated with a desire to learn and grow professionally.
- Effectively communicate technical concepts to diverse stakeholder group.
- Build and maintain productive relationships with clients and team members.
- Demonstrate professionalism and technical credibility in client interactions.
- Display a high level of effort and commitment to meeting deadlines.
- Show mature judgement, tact and sound decision making.
- Work in a professional and confidential manner.
- Operate effectively and demonstrate trustworthiness and responsible behaviour.
- Demonstrate eagerness to learn and assume responsibility and display a "can do" approach to work.
- Show persistence and seek alternatives and solutions when obstacles arise.
- Work in a resourceful manner to accomplish reasonable and expected work goals.
- Accept direction and feedback from team members or manager and follow through appropriately.

Preferred Qualifications:

- Experience with cloud-based data platforms (e.g., Azure Cloud Services, Azure Synapse Analytics).
- Familiarity with cloud data architecture patterns and best practices.
- Understanding of cloud-based security and governance principles.

REQUIRED COMPETENCIES

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|-----------------------|----------------------------|
| • Customer Focus | • Building Effective Teams |
| • Integrity and Trust | • Priority Setting |
| • Ethics and Values | • Decision Quality |
| • Motivating Others | • Business Acumen |
| • Drive for Results | • Organizing |

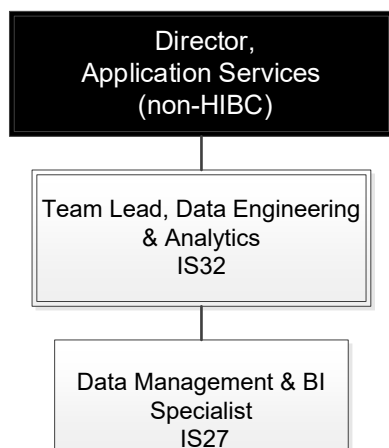
LEADERSHIP ATTRIBUTES AND BEHAVIOURS

All Advanced Solutions leaders display the following attributes and behaviors:

- Always accountable
- Will to win
- Passion for customers
- Highly capable and innovative

- People and team developer

DEPARTMENT STRUCTURE



WHAT WE OFFER

All Advanced Solutions employees are required to display the following competencies:

Salary Package

- Employment Type: Full time, Casual, 11 Month Term
- Union/Non-Union: Union-BCGEU
- Salary Grid Level: Level 27, Schedule 2
- Annual Salary: \$111,370.90-\$127,197.57 (Based on a 40 hour work week)
- Office Location: Victoria, BC - Hybrid

Benefit Package

- 15 Vacation days, with entitlement increases with service
- Maternity, Parental and Pre-Adoption Leave with option for top up
- Employee Assisted Program including paid counselling services for you and your family
- Paid sick leave for when life happens
- Extended health and dental
- Public Service Pension plan, matched by Advanced Solutions
- Excellent Rewards and Recognition Program