Inteleos

Position Description

Title:	Business Intelligence Architect
Division:	Technology
Department:	Business Intelligence
Supervisor:	Chief Information Officer
FLSA Status	Exempt
Profile:	E

Overall Position Purpose

This position exists to serve as an architect in continuing the development of Inteleos' Business Intelligence (BI) program and act as a guide to the organization in how to best exploit our use of data. This position will work directly with internal stakeholders to understand the business needs and the Technology team to develop, design, analyze, identify trends, and deliver data-driven analytical solutions.

Core Responsibilities

- **Data Harvesting**
  - Work with business users to uncover data sources and find new ways of using discovered data.
- **Data Analysis**
  - Lead the design and development of the Inteleos BI data model;
  - Ensure data integrity and cleansing with the goal to build trust in data; and
  - Work with Technology team to architect the data pipeline from source data systems to analysis systems.
- **Data Education**
  - Provide expertise and guidance to Inteleos staff in the use of the BI toolset, which could include Tableau, spreadsheets, dashboards, and a data warehouse;
  - Conduct software demonstrations/presentations/trainings on a variety of topics within the BI space; and
  - Increase awareness of data literacy concepts; increase staff confidence in use of tools and understanding of concepts to help them make better decisions.
- **Data Visualization**
  - Guide the organization in using the right/best visualizations for each given case;
  - Guide the organization in selecting the most valuable KPIs and PIs as the business evolves; and
  - Apply and use best practices in data visualization as tools and techniques evolve.
- **Data Evolution**
  - Move the organization towards advanced analytics solutions such as data mining and predictive modeling to improve understanding of our customers and business, discovery of new business opportunities, and ultimately make better business decisions; and
  - Build a "center of excellence" in BI through relationships between vendors, developers, and business users.
- **Data Ethics**
  - Monitor data models and use of data for alignment with Inteleos' cultural attributes; and
  - Work with Director of Risk Management and Director of Compliance and Quality Assurance in the development and evolution of data use guidelines and policies to comply with existing and developing data privacy regulations and other compliance requirements.

Education/Experience

- Bachelor's degree, Certification or equivalent in Business, data analytics, quantitative analysis, or related field.
- Six years of experience in data wrangling, data analysis, developing analytics, and reports.
- Knowledge in data mining, machine learning and data architecture.
- One or more years leading organizational BI initiatives.

Qualifications/ Skills

- Experience working in a design thinking process approach.
- Experience working in a Scrum team.
- Experience and in-depth knowledge of the Tableau visualization suite.
- Ability to derive insights from data.
- Awareness of ETL or ELT toolsets.
- Ability to read and interpret SQL, XML, and JSON.
- Knowledge of database structure, data management, descriptive, diagnostic and predictive analytics.
- Knowledge of and experience in developing predictive models.
- Excellent communication, analytical, and organizational skills.
- Interact effectively, efficiently, and professionally with individuals at all levels of the organization.
- Proven ability to distill complex ideas into easy to understand language.
- Proven ability to work in a team environment.
- Attention to detail.
- Positive attitude.

Inteleos Attributes

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to**:
    - Creating the global standard of excellence in healthcare and patient safety
    - Excellence – Strive to excel in everything you do.
    - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
    - Continuous Learning
- Have a **Positive "Can-do" Attitude**-being ready, available and willing to get the job done and done well.

Supervisory Environment

- Works under general supervision with broadly defined work objectives.
- Makes decisions of some complexity regarding work design and project management which regularly impact the next organizational layer and may impact an organizational function.
- Work projects and products are subject to management review for content, quality and appropriateness.
- Has no formal supervisory responsibility, though may provide regular work direction to other employees.

Work Environment

The incumbent will work primarily at a desk in an office environment. Some travel may be required. There are minimal requirements to lift or move equipment. Some evening and weekend work will be required.

This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Received by: _____

Employee Name/Signature

Date: _____