

JUNE 16, 2021

BUSINESS INTELLIGENCE (BI) DEVELOPER AND ADMINISTRATOR

POSITION NUMBER: 00166589

POSITION STATUS: Continuous, Full-Time

DIVISION: Finance, Operations and Technology

DEPARTMENT: Business Intelligence and Knowledge Management

SALARY RANGE: 09 – \$73,777 to \$93,407 (effective as of July 1st, 2021)

UNION CATEGORY: PIPSC

LOCATION: Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

SUMMARY OF DUTIES

The Business Intelligence (BI) Developer and Administrator is responsible for building and developing BI reporting solutions using our various data-centric and BI platforms, in addition to maintaining existing reports. They are responsible for creating and managing BI and analytics solutions that convert data into information used by the organization to improve operations and decision making.

MAJOR RESPONSIBILITIES

- Analyzes, designs, develops, tests, maintains and supports analytic cubes, corporate and ad hoc reports, dashboards and BI reporting solutions, using IBM Cognos and other business intelligence tools, as relevant.
- Designs, develops and implements ETL processes, reports and queries in support of business analytics.
- Develops test strategies and test instructions, assembles specifications, diagrams, layouts and operating instructions to document BI solutions and ETL processes for later reference and modification.
- Performs the installation, configuration and administration of Cognos Analytics and other BI tools, including Cognos version 11.X and future versions, in Production, Staging, Test, Development and Sandbox environments.
- Stays abreast of recent technology development in the field of BI; performs analyses and makes recommendations on implementing solutions, from a continuous improvement perspective, to their management team.
- Plans for the implementation of approved BI solutions; consults key stakeholders, prepares documentation and provides training as well as support to end users.
- Contributes to the definition of Metadata elements containing common system elements, detailed calculations, data relationships and element definitions.
- Participates in the design, build and implementation of data systems and infrastructure, anticipating their evolution towards supporting machine learning and AI analytics.
- Participates in complex data analysis to support the development of predictive models.
- Meets with various business units to identify requirements for new and existing BI solutions that will support operation and decision making.
- Analyzes business needs and recommends technical and practical solutions to provide better visibility and utilization of data.
- Coordinates user testing to verify solutions.
- In collaboration with the BI team, IT colleagues and business analysts, proposes and participates in the design of data models and DataMart to facilitate the use of data from multiple data sources to ensure that the data-delivery environment meets established standards.
- Writes documentation on reporting solutions, ETLs and development processes.
- Conducts data analysis and data profiling.

REQUIRED QUALIFICATIONS

- Bachelor's degree in computer science or equivalent;
- Minimum of five (5) years of experience working as a Cognos BI developer and administrator;
- Demonstrated experience with Cognos OLAP development, analytic cubes, reports, dashboards, Framework manager, data modules and data sets;
- Experience using business intelligence reporting tools like Power BI and Tableau;
- Experience as an ETL (SQL Server Integration Services) developer using multiple data sources;
- Knowledge of data catalogue tools such as Dataedo, Tableau, Azure Data Cataloging, etc.;
- Experience with and strong understanding of SQL and data modelling;
- Experience working with relational databases like Oracle, SQL Server and MySQL;
- Bilingualism in both official languages (French and English), both orally and in writing.

PERSONAL QUALITIES

- Demonstrated ability to learn new skills; highly adaptable;
- Strong analytical and problem-solving abilities;
- Well-developed communication and interpersonal skills;
- Exceptional problem-solving and analytical skills, ability to proactively identify, troubleshoot and resolve issues;
- Self-starter with initiative, autonomy, adaptability, strong customer service orientation and ability to collaborate;
- Excellent ability to manage multiple tasks simultaneously while using an organized, meticulous, structured and rigorous work approach;
- Strong ability to communicate and to develop solid interpersonal relationships;
- Focused on results and seeking solutions.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to rh-hr@nfb.ca, BY JUNE 29, 2021, citing competition number: SN-00166589.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.