Business Intelligence Developer
Position Description

Position Overview

Position Title	**Business Intelligence Developer**	
Position Number	1309	
Position Type	Ongoing	
Classification	4	
Structure	Business Group Commercial Services	Section Information Technology
Location	North Lakes [1]	
Reports to	IT Manager	
Direct Reports	Nil	
Version	2.0 as at 27 October 2026[2]	

Position Purpose

The purpose of this position is to design, implement and maintain Business Intelligence, Data & Analytics solutions that meet stakeholder requirements.

As part of the IT team, the role is accountable for delivering Business Intelligence solutions aligned with agreed business priorities and plans.

Corporate Responsibilities

You are responsible for ensuring both your and your team's behaviour and performance are aligned to:

- Our commitment to achieving a proactive and integrated *Culture of Safety*;
- Our *Values* of:
  - *Integrity Always* – Do what's right and address issues;
  - *Respect & Protect* – Care for each other and the land;
  - *Lead Change* – Innovate to find a better way;
  - *Succeed Together* – Collaborate to achieve more;
  - *Own Outcomes* – Committed, accountable, and tenacious.
- The behaviour standards outlined in our *Code of Business Conduct*; and
- Our commitment to a diverse and inclusive workplace by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, and valuing different perspectives.

[1] The incumbent may be required to work from other HQPlantations locations from time to time which may require overnight travel.
[2] This Position Description may be redesigned from time to time to meet business needs.

Position Accountabilities

1. Ensure a safe and healthy workplace

- All work activities are carried out in alignment with HQPlantations health and safety Policy and Standards as detailed in our Health & Safety Management System (HSMS);
- Ensure the safety of yourself, your team and others by placing safety first in all work activities and decisions;
- Provide Leadership in safety culture across the roading and district managers, contractors and projects that you are engaged with;
- Risk assessments are carried out when hazards are identified, prior to all new work, and when change is introduced;
- Provide genuine safety leadership in all decisions you make, and work practices carried out; and
- Health & Safety events are reported and analysed.

2. Deliver Business Intelligence (BI) and Data & Analytics Solutions

- Work with business stakeholders and IT colleagues to undertake requirements gathering and analysis of business requirements for BI and data & analytics solutions. Solution designs must encompass the end-to-end business processes, which may span from mobile field data capture, automated workflows, systems integration, through to presentation of data and analytics for consumption.
- Implement BI solutions that will help inform decision making and solve business problems by converting data into information, selecting relevant data from data warehouses, manipulating large datasets, building decision models and facilitating insightful solutions to complex problems. Achieved through:
    1. Delivery of a prioritised programme of initiatives to implement and support the corporate Business Intelligence system, operating within the company's BI governance and delivery frameworks;
    2. Data Warehouse and Extraction, Transformation and Loading (ETL) development and maintenance with multiple data sources including ERP and line-of-business systems;
    3. Development of reports, dashboards and presentation of data for ad-hoc analytics;
    4. Training and support of end users in use of their reports and tools; and
    5. Documentation of data models, user guides etc.
- Leaders and knowledge workers across the business are provided with secure, timely and user-friendly access to relevant and accurate reports and information from business systems, enabling informed decision-making and efficient management of day-to-day operations. Achieved through:
    1. Knowledge transfer to Business Analysts and BI power users around the business;
    2. Full and effective engagement and communication with business stakeholders, including;
    3. Facilitation of stakeholder meetings, workshops, user training, and ongoing support;
    4. Detailed requirements analysis and solutions design.
- Requirements gathering and analysis across diverse business groups including Operations, People & Safety, Resources, Stewardship, Legal, Commercial Services and Executive.
- Recommend and leverage modern technologies, tooling and platforms including Azure, Fabric, AI, Data Lakes, iPaaS, SQL Server and PowerBI.
- Identify and bring forward opportunities to develop innovative work practices.
- Comply with all relevant HQP policies and procedures including systems security, change control, AI and data governance.

Position Requirements

Behavioural Expectations & Commitments
(Essential)

- Demonstrated commitment to ***HQPlantations Values*** of ***Integrity Always, Respect and Protect, Lead Change; Succeed Together and Own Outcomes***.
- Demonstrated authentic leadership in developing a proactive and integrated ***culture of safety***;
- Ability to demonstrate behaviours that are aligned to our ***Code of Business Conduct***; and
- Demonstrated commitment to foster and develop ***HQPlantations Growing Together as One Culture.***

Knowledge & Skills

Health, Safety & Environment

- Demonstrates an unwavering commitment to health, safety and wellbeing, taking personal accountability for their own safety and wellbeing while proactively promoting the safety and wellbeing of others;
- Highly competent skills in the application and use of safety risk assessments in a hazardous work environment; and
- Demonstrated understanding of the application of health, safety, and environmental practices and systems required in a plantation forestry work environment.

Business Acumen

- Extensive knowledge and understanding of typical enterprise business processes, including but not limited to budgeting and financial analysis, planning, scheduling and monitoring of work performance and outcomes, problem solving, and statistical analysis and interpretation.
- Prior knowledge of the forestry industry specific processes would be beneficial but is not essential given sufficient business analysis experience.

Technical Knowledge & Skills

- Advanced technical proficiency in BI requirements analysis, design, and implementation, centred on the Microsoft Azure and 365 ecosystems;
- Project management capabilities to facilitate the development and delivery of projects to time and budget constraints within quality performance outputs and outcomes;
- Highly developed written and verbal communication skills;
- Knowledge and skills in systems integration of ERP, SaaS and line-of-business enterprise software running in Azure.
- Prior knowledge of the Technology One “CiA” SaaS ERP system would be beneficial but is not essential.

Experience & Qualifications

- Bachelor of Information Technology (or other relevant tertiary qualification), or a Diploma level qualification with extensive experience with hands-on delivery of BI solutions.
- Unrestricted “C” class drivers’ licence.