**Business Intelligence and Analytics Analyst - Intermediate**

**Duration: 06/04/2024 to 05/03/2025**

**Essential Skills**

1. Five (5) years’ experience developing and delivering or supporting successful business intelligence and analytics platforms and solutions.

2. Three (3) years’ experience in Power BI, administering the Power BI platform and delivering and managing Power BI solutions.

3. Three (3) years’ data visualization experience with Microsoft Power BI software to create or modify dashboards.

4. Five (5) years’ experience in database technologies, database, and scripting such as Oracle or SQL Server

5. Two (2) years’ experience mentoring other business intelligence and analytics users/developers.

**Desired Skills**

1. Proven verbal and written communication skills demonstrating ability to work with various audiences.

2. Previous work experience in the public sector or large organizations

**Description:**

1. (Hiring Manager to input the specific project information here. Background, nature of work, deliverables, tasks, timelines, etc. )

The City of Calgary requires a contractor specialized in business intelligence and analytics with in-depth knowledge of Power BI to support a project to migrate Power BI Report Server solutions to Power BI Service. The successful candidate must have experience working in the Power BI platform with solid understanding of Power BI administration and a proven track record of implementing Power BI solutions.

The scope of work for this contract will be to work with the business intelligence governance team to plan and migrate existing solutions on Power BI Report Server to Power BI Service. Duties/deliverables include:

· Working with Subject Matter Experts (SMEs) to understand and assess reporting and dashboarding requirements.

· Planning and preparing the environment for migration to Power BI Service.

· Validating and testing of solutions post migration to ensure everything is working properly, this includes security, connectivity, content, functionality, and performance.

· Coordinating the migration of solutions to Power BI Service and decommissioning of solutions on Power BI Report Server.

· Creating technical documentation to meet long-term support and training requirements.

· Providing knowledge transfer to internal support staff.