Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	Technology & Innovation Data Analyst
Department:	Finance, Technology & Risk
Status:	Permanent
Position reports to:	Supervisor Technology & Innovation
Work coordinated by:	Team-Lead Business Intelligence & Innovation
Position supervises:	None

Job Summary

Reporting to the Supervisor Technology and Innovation (STI), The Technology and Innovation Data Analyst (TIDA) contributes to maximizing the performance and value-added of Phoenix Park Gas Processors Ltd (PPGPL) technology systems.

The TIDA collaborates closely with the Team Lead- Business Intelligence and Innovation (TLBII) as part of the Business Intelligence and Innovation Team to develop the AI and Data Analytics Strategy to ensure that the data collected in organization's various applications and external sources are harmonized to support the Business Intelligence visualizations and overall Technology strategy objectives.

The position works with the TLBII to create larger underlying supporting infrastructures such as data warehouses or data lakes to enable AI and data analytics and undertakes application development to improve the organization's knowledge management capacity and business process digitization and improvement initiatives.

Dimensions

The purposeful use of Technology in Innovative ways is a critical component of PPGPL's competitive advantage strategy. PPGPL has developed a Technology Strategy and invested capital and operating funds in the necessary people and technologies. It seeks to infuse in the organization transformative technologies such as artificial intelligence and data analytics in innovative ways to add value.

The position must cover the concepts of probability theory, statistical modelling, data visualization, predictive analytics, and risk management in the context of a business environment. In addition, the position should encompass working knowledge with programming languages, database languages,

and software programs for delivering solution to the business.

Within this context, the objective of the TIDA is to create competitive advantage for PPGPL through technology innovation, which would involve , identifying use cases, business requirements, Contributing to the development of AI, analytics and data strategies, data models, data warehouses, data lakes, researching and identifying technology systems to meet the business needs and can create structured methods of data collecting that can be used to create insights through Business Intelligence Technologies and Visualization.

The TIDA therefore required to have an in-depth understanding of the strategic business direction, technology strategy and consequently plays a pivotal role in providing the means by which information is made available to management in order to facilitate accurate and timely decision making.

In this regard, the incumbent must therefore be aware of the business direction of the organization and the strategic fit between this business direction, management's information needs and the latest developments in AI and data analytics that will provide a solution to meet those needs. The position operates under general guidance and direction from the Supervisor Technology & Innovation and is expected to be proactive in meeting organizational demands in a manner that constantly adds value to the organization.

The position of TIDA has a strong business analyst dimension, software development, systems development and project management dimension and must evidence a high level of planning, leadership, problem solving & risk management presentation and interpersonal skills.

Consequently, the incumbent will be accountable for delivering all Technology projects within the agreed cost, schedule, and quality objectives. It must operate within clearly prescribed rules, regulations and internal controls and is bounded by clearly defined performance standards and in so doing must ensure that work be conducted according to established safe practices and procedures pursuant to PPGPL's Safety Manual.

Individual's Safety Responsibility
It is the responsibility of each employee to protect oneself as well as fellow workers from injury. Work shall be conducted according to established safe practices and procedures. Please refer to PPGPL's Safety Manual.

Nature & Scope
The incumbent is responsible for:

1.   AI, Data Analytics and Modelling
Develop AI Use Cases and strategies to solve business challenges. Identify valuable data sources and automate collection processes. Undertake pre-processing of structured and unstructured data. Analyse large amounts of information to discover trends and patterns. Build predictive models and machine-learning algorithms. Develop machine learning applications according to requirements. Perform statistical analysis and fine-tuning using test results, Train and retrain systems when necessary. Extend existing ML libraries and frameworks. Present information using data visualization techniques. Research and implement appropriate ML algorithms and tools.

2.   Business Intelligence System Development

Play a leading role in the organization's Business Intelligence visualization initiative, the objective of which is the conceptualization, design and implementation of dashboards that creates the possibility for management intervention to optimize operability, maximize revenues and control operating costs to a competitive level. These dashboards will be enabled by artificial intelligence and data analytics where possible.

Develop and maintain visual dashboards for executive and functional management. This involves understanding the business objectives of all the organization's managers and transforming this into dashboards that allow such managers day-to-day insight into corporate performance.

Assist in the development and implementation of PPGPL's data governance and integration initiatives to enable Business Intelligence visualizations.

3.   Technology Innovation

Responsible for the development of custom-built software applications that provide the organization with robust knowledge management systems, and which further creates the integration of all functions within the organization.

Utilize the PPGPL's stage gate project development and project management system to assist in framing, developing, and implementing software applications across all functions of the organization. This involves developing a budgetary cost estimate for the project, project schedule and metrics.

Contacts

Internally communicate with all levels of the organization including senior leaders, middle level management. This position will have contact externally with, consultants for project execution, system support, vendor, NGC Group subject matter experts and subsidiary company subject matter experts in the furtherance of building Business Intelligence solutions.

Decision-Making Authority: The incumbent is expected to be self-directed in responding to internal client requests, ensuring that activities are in alignment with company policies. The position has no financial approval authority but is responsible for managing the budgets within limits related to projects and operational expenses.

Physical and Sensory Demands: Moderate sensory demands typical of a technical leadership position, operating within a busy customer focused office environment with constant interruptions and competing priorities.

Working Environment: Office based or work from home.

4.   Specific Accountabilities

Under the guidance of the Team Lead- Business Intelligence and Innovation, this position is accountable for:

AI, Data Analytics Systems Development

    a. Contribute to the development and implementation of the Technology AI and Data Governance Strategy in conjunction with the STI, TLBII and other Senior Technology staff.

    b. Assist in the development and implementation of Technology and Innovation Strategy.

    c. Conduct needs analyses, through observation, interviews, meetings, or workshops. Research, identify, and implement solutions to meet business needs.

    d. Develop technology solutions utilizing AI and data analytics based on business needs

    e. Develop in-house customized software applications to address the digitization of existing business processes.

    f. Implement acquired technology platforms to enable business intelligence, artificial intelligence and data analytics or business processes.

    g. Responsible for leading the key aspects of projects managing an assigned project through all stages of the PPGPL's stage gate process.

    h. Manage the change management process during implementation.

    i. Constantly review and assess developed systems and implement measures to ensure optimal usage and increase functionality.

    j. Responsible for the development and implementation of Business Intelligence support systems, inclusive of data warehouses, data lakes.

    k. Maintenance and upgrade of in-house applications.

    l. Facilitate and occasionally conduct training of users in application programs.

    m. Partner with other functions to create ERP solutions.

    n. Collaborate with Team Leader – Technology and Innovation Systems and other Technology personnel to ensure harmonization of data and Technology systems to meet the needs of the Technology strategy.

5. **End User Productivity**

    o. Interface with users to understand procedures followed, identify sources of errors and areas for optimization for applications developed internally or implemented in the furtherance of Technology systems.

    p. Troubleshoot and resolve Technology issues and problems.

    q. Track assigned Help Desk requests in the Help Desk system.

6. **Leadership**

    r. Foster and encourage team behaviors to achieve organizational goals.

7. **Technology**

    s. Assess and review new technology opportunities

    t. Application configuration and administration related to technology systems in the furtherance of business objectives.

    u. Manage the deployment, monitoring, maintenance, upgrade, and support of Technologies and processes, including information architecture, information integration design, ensuring high availability, information security and confidentiality.

8.   Other

      v. Develop and manage function's CAPEX and operating budget.

      w. Develop, manage and supervise TI Projects.

      x. Liaise with outside consultants, vendors, and contractors to provide support, solutions and repair and implement\oversee such solutions and repairs.

      y. Other Technology and Innovation duties as required.

Job Specifications

<u>Minimum Acceptable Academic Qualifications</u>
A Bachelor's Degree in Computer Science, Information Technology or Information Systems or equivalent qualifications from a recognized tertiary institution.
Post Graduate Degree in Data Science or related field would be an asset.

AND

<u>Minimum Number of Years of Relevant Experience</u>

Ten (10) years' experience in an IT environment.

Specific Skills and Knowledge
a. Proven experience in a data analyst role or developing data analytical solutions
b. Power Bi report generation
c. Project management skills
d. Leadership, business direction and communication skills

Disclaimer
"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."