**JOB DESCRIPTION**

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| **Job Title:** | BI Developer |
| **Division:** | Data & Analytics |
| **Directorate:** | Digital Services |
| **Base:** | Home Based with occasional office travel |

**ORGANISATIONAL ARRANGEMENTS**

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| **Accountable to:** | Data Analytics Manager |
| **Other**  **Accountabilities:** | Head of Data & Analytics |

**JOB PURPOSE**

A reporting professional with proven track record of supporting an organisation wide reporting strategy, supporting the needs of customers’ within a self-service environment, report requirements gathering and writing, BI Development and strong knowledge of database and reporting technologies.

You will help us gather business requirements and translate them into technical ones, support in the data design and architecture, model complex datasets, create interactive data visualisations and support in transforming Cygnet into a data driven business

**DUTIES & RESPONSIBILITIES:**

* Work with multiple stakeholders to understand, interpret and translate constant business requirements
* To create, develop and maintain business intelligence reports
* Promote the self-service standard reporting culture
* Promote the use of BI tools and concepts across the organisation
* Create Ad hoc data analysis requests using Excel, SSRS and Power BI
* Creating and managing Power BI workspaces and Apps and maintain existing SSRS reports
* The point of contact for several business areas and becoming a trusted partner in evaluating and delivering their outcomes into requirements.
* To communicate and convey complex information in plain English both written and verbal
* Develop, an understanding of several areas of the business to be able to act as their point of contact and reporting liaison and to add value to the shaping of requirements and handling of report requests.
* Designing and implementing reporting applications
* Converting identified existing reporting applications to a standardised infrastructure using standard SQL and MS BI products
* Support the Business in understanding the data journey by being an advocate for the Analytics tools and solutions
* Run reporting workshops, to drive out requirements and wireframes
* Work in line with agile methodology with working experience of DevOps of similar applications.
* Work closely with the Data Engineers to validate data from pipelines
* Documentation of BI architecture, policies and procedures
* Ensuring system changes are managed and signed off in accordance with the teams change management process
* Support junior members of the team
* Bring new ideas and expertise to support in developing the team
* Assess new and relevant technologies on the horizon
* To create opportunities of report automation
* To create or recommend reporting solutions to support business areas
* Effective, approachable and sensitive communicator in different communities and cultures
* Ability to adapt style and approach to meet the needs of different audiences.

**GENERAL INFORMATION**

* To attend for work reliably and punctually and to follow a work pattern as required fulfilling the role, which may include working overtime if the need arises.
* To know where to access policies, to keep yourself up to date with all procedures and policy changes and to be aware of and follow their contents.
* To develop your own and your teams, practice through the supervision and appraisal process, ensuring your continuous professional development needs are identified and addressed.
* Use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees.
* To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by policies.
* To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
* A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.
* It is everyone’s responsibility to ensure that everything possible is done to protect individuals in our care from abuse of a physical, sexual, neglectful, financial or institutional nature.  This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the business, as well as the personal development needs of the post holder.**

**PERSON SPECIFICATION - Job Title:**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF  ASSESSMENT** |
| **QUALIFICATIONS** | Must have at least 3 years previous experience in an analysis role with Power BI  Technical qualifications in Data / BI or demonstrable working experience | Degree in a relevant field | Application Form and Interview |
| **KNOWLEDGE EXPERIENCE & SKILLS** | Data Visualisation  Experience with the report development lifecycle  Experience of developing and maintaining power BI reports and dashboards  Experience of maintaining SSRS reports  Statistical methods and data analysis skills  Knowledge of data modelling concepts  Technical writing experience in relevant areas, including queries, reports, and presentations  SQL or Strong Excel skills with the ability to learn other analytic tools  Excellent analytical and problem-solving skills  Exceptional communication and presentation skills in order to explain your work to people who don't understand the mechanics behind data analysis  Effective listening skills in order to understand the requirements of the business  Drive and the resilience to try new ideas if the first one doesn't work - you'll be expected to work with minimal supervision, so it's important that you're able to motivate yourself  Planning, time management and organisational skills  The ability to deliver under pressure and to tight deadlines  Great attention to detail | Strong SQL Skills  experience of working in an Agile environment  experience of working in DevOps  Awareness of Cloud data warehousing technology (Snowflake)  Awareness of Azure | Application Form and Interview |
| **OTHER** | Team working skills and a collaborative approach to sharing ideas and finding solutions.  Good time-management skills  Excellent verbal and written communication skills |  | Application Form and Interview |

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| **Date Prepared:** | 24/05/2023 |
| **Prepared By:** | Head of Data & Analytics |
| **Employee’s Name:** |  |
| **Employee’s Signature:** | **Date:** |
| **Manager’s Name:** |  |
| **Manager’s Signature:** | **Date:** |