 **Job description and person specification**

|  |  |
| --- | --- |
| **Job Title** | **Business Intelligence Developer** |
| **Reporting to** |  |

**Overall purpose & Scope of role**

Responsible for developing engaging and insightful self-serve Power BI dashboards to provide MI and analysis for internal and external stakeholders, ensuring dashboards across the business have a consistent and professional look and feel.

**Key duties**

**People:**

* Ensure own CPD and professional competency is maintained
* Strive to maintain positive working relationships across the team
* Maintain a flexible approach to support your team and the wider business

**Quality & Compliance:**

* Keep up to date with and adhere to company, policies and procedures at all times
* Demonstrate a commitment to safeguarding. Playing your part to protect colleagues and learners against all types of bullying, radicalisation or abuse
* Take responsibility for the protection of data in line with policies and procedures

**Stakeholders:**

* Engage stakeholders to understand their BI requirements to develop and publish engaging self-serve solutions
* Responsible for the complete Power BI dashboard estate, ensuring that existing dashboards are constantly being improved, maintained in a dynamic business environment and ensuring the roadmap for new dashboards is being delivered for stakeholders
* Drive self-serve BI usage across the business through stakeholder awareness and training
* Drive more advanced usage of BI to enable users to create custom content and utilising the analytical functionality as BAU
* Manage the timely and automated development and publishing of dashboards
* Ensure dashboard documentation is completed to high standard and exists for every dashboard
* Participate in company, management team and quality review meetings
* Promote a positive and professional image of the company and all of the services it delivers through excellent customer service
* To demonstrate and uphold the company values, creating a great place to work for all

**Growth:**

* Highlight growth and efficiency opportunities through BI to enhance the business through smarter ways of working and growth
* Contribute positively to growth of the business by controlling costs

|  |
| --- |
| **Knowledge, skills and behaviours required for the role:** |
| **Criteria** | **Indicators** |
| Knowledge & Desirable Experience | * Experienced in creating business focussed, compelling and insightful self-serve solutions in Power BI
* Demonstrable track record within data visualisation
* Experience in building DAX measures
* Extensive SQL Server T-SQL scripting for data modelling and developing robust processes

  |
| Desirable Qualifications |  |
| Skills | * Highly numerate and logical
* Adapts communication for technical and non-technical people
* Highly organised with ability to juggle multiple priorities concurrently
 |
| Behaviours | * Collaborative and works effectively independently and as part of a team
* Passionate about the value BI can bring to stakeholders
* Innovative and solution orientated
* Proactive in approach to continuous improvement
* Takes ownership for resolving data related processes
 |