Job Description: Report Developer

Job title:	Report Developer	Service area:	Performance, Intelligence and Partnerships
Reports to:	Senior Report Developer	**Section:**	Performance and Intelligence Team
Job reference number:	2583	**Location:**	Hybrid / Thrapston Offices
Date:	February 2011, organisational details updated May 2023		

1. Purpose of job

The Report Developers in the Performance, Intelligence and Partnerships service have access to interrogate the system databases to devise reports to answer questions raised by the business that are too complex or specialist for the current reporting strategy to produce.

(The current reporting strategy relies on the use of business objects which is a generalist reporting tool; accessing the system database requires more specialist knowledge reporting and IT knowledge).

The post holder will undertake investigative reporting to research, develop and support current and anticipate future business requirements. This includes the design of reports highlight data errors, inconsistencies and problems on the database (system / Meta data).

Placed within the Finance and Performance Directorate, the Performance and Intelligence Team seeks to improve the co-ordination, control and successful exploitation of key intelligence sets. This can be through the delivery of large change programmes and projects with a specific focus on the investment, use, exploitation and where applicable rationalisation of technology. Ongoing support is primarily provided to operational directorates to deliver a more efficient front line service.

To ensure at a strategic level the required technology development supports both the strategic and operational delivery of robust and timely performance analysis and insight with associated efficiencies. This is a corporate wide function.

2. Job context

The post holder will take instruction from the Senior Report Developer and will be expected to work alongside Senior Project managers, in particular with the Business Analysts, as systems and processes are changed, reviewed , developed. Business as usual requests which will come from either the Change Control Manager, other areas of the Performance and Intelligence Team or directly from the business.

The Report Developers' prime function is to ensure reports are created efficiently and will review what data is held on the databases and which can be made available so can pro-actively aid the business produce the required reports. They are a key link between data quality and data management as they have the ability to highlight problems on the databases which may then change business processes / data entry.

3. Main Accountabilities

1. Under the instruction of work allocated by the Senior Report Developer to work alongside our key internal / external partners and agencies delivering key information sets required to build a comprehensive intelligence and performance framework for the authority.

2. To create and deliver business and system reports ensuring that these reports deliver improvements to the Information Management framework. To embed in every system the ability to analyse data to ensure that equality duties and accessibility requirements are corporately met.

3. To ensure the development of performance management systems and processes for the Council liaising with Senior Managers to deliver efficiencies and service improvements. This work will be in conjunction with the wider Business Intelligence and Performance work.

4. To develop relationships with the business to change the culture whereby the business receives clear benefits from entering data onto any system. To reduce information held off systems and transfer the information so an entire picture of the data held by the business can be rationalised, cross referenced and thereby increase the value of the information.

5. To contribute towards the development of the council wide reporting strategy, common reporting procedures, a common report directory, developing the ability automate the running of reports, the delivery of reports to desktops and the ability of the business managers to refresh those reports without reference to the Report Development Officers.

6. To support where appropriate the review with the wider Business Intelligence and Performance Community (and in conjunction with IT) the current reporting tools available to rationalise and identify those which are fit for purpose; identifying other reporting requirements such as the ability to share, cleanse, restructure and report on data held outside of main system databases.

7. To be a member of the Reporting Group, which will meet to prioritise and allocate reports, dependant upon skill sets required, to then develop the reports.

8. To design reports which specifically highlight data errors, inconsistencies and problems on the database (system / Meta data).

9. To review with the Information Governance Officer, Data Quality Officer and Data Management team how systems and reports can be developed to underpin the prevention of incorrect data entry or provide the ability to alert the individuals who input data of errors / in consistencies at the earliest opportunity. This is specifically important as the Social Care systems exploit the detailed financial information available to generate social care payments to customers.

4. Knowledge, experience and training

Knowledge / Experience
Essential
- Substantial experience working in a report development role utilising SQL, Business Objects Xi, Crystal, Excel, Access.
- Experience of planning and managing complex long term data projects.
- Experience of collecting, analysing and presenting information to a range of audiences
- Knowledge of data protection act and principles