# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Report Developer

Grade: Professional Support Band 5

Reports to: Head of Performance, Intelligence and Partnerships

Responsible for: N/A

Directorate and Service area: Finance & Performance; Performance, Intelligence & Partnerships

## Purpose of the job

The Report Developers in the Performance, Intelligence and Partnerships service interrogate the system databases to extract data in a structured and specified way, for further analysis, processing or visualisation. Data could be structured for end-user reporting or as part of an automated data pipeline to feed dashboards.

The post holder will undertake investigative work with the system databases to research, develop and support current and anticipate future business requirements. They will review what data is held on the databases and which can be made available so can pro-actively aid the business to produce the required reports. This includes the design of data set structures and transformation logic.

They will also work to highlight data errors, inconsistencies and problems on the database (system / Meta data). They are a key link between data quality and data management as they can highlight problems on the databases which may then change business processes / data entry.

## Principal responsibilities

|  |  |  |
| --- | --- | --- |
|  | **Main Duties and Responsibilities** | **% of time** |
|  | Specify, create, deliver and test business and system reports and data sets using industry standard tools and approaches. | 50 |
|  | Work with data analysts and IT to prioritise and allocate resources to projects, dependent upon skill sets required. | 5 |
|  | Contribute towards the development of the council-wide data layer, common procedures, directories and meta-data, as part of good data governance. Automate the provision of data for reporting purposes. | 10 |
|  | Design reports which specifically highlight data errors, inconsistencies and problems on the database (system / Meta data). | 10 |
|  | Work alongside our key internal / external partners and agencies delivering key data sets required to build a comprehensive intelligence and performance framework for the authority. | 5 |
|  | 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. | 5 |
|  | Develop relationships with the business to encourage the full use of case management systems, and 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 |
|  | Support review of current data management and 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. | 5 |
|  | Review with information governance, services and data analysts how systems and reports can be developed to prevent incorrect data entry. | 5 |

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the Council’s committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**None**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Relevant technology or data related degree, or equivalent experience in similar role | * Any Microsoft data certification |
| Experience and Knowledge | * Substantial experience working in a report development role utilising SQL, Business Objects Xi, Crystal, Excel, or Access. * Working knowledge of Microsoft SQL – including SSIS and SSRS * Experience building and maintaining ETL processes * Experience producing data models and understanding where to use different types of data model * Experience of planning and managing complex long-term data projects. * Knowledge of data protection legislation and principles | * 2 years + working with Microsoft ETL tools * Experience of collecting, analysing and presenting information to a range of audiences * Understanding of local government services |
| Ability and Skills | * Excellent problem-solving skills and attention to detail * Strong communication and teamwork abilities * Organised and methodical approach to work * Ability to translate business requirements into technical solutions | * Aptitude and enthusiasm for technological development and improvement |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |