Job description and person specification

Power BI Report Developer

Business Intelligence & Population Insights (BIPI), Chief Executive Office

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

This Power BI report developer post is designed to deliver numerous automated reports within the business intelligence and business support area. The post holder will support the team in delivering performance and intelligence reports for the business. The development of such reports will reduce the need for manual intervention in the collation of reports for our statutory returns and intelligence needs. This post will help us produce real time data and intelligence with limited manual intervention, thus increasing our productivity and results within the social care arena.

Accountable to:

The Business Intelligence and Population Insights team sits within the Assistant Chief Executive's Directorate and is led by the Head of Business Intelligence and Population Insights. The Business Intelligence and Population Insights team works collaboratively across the council, with external strategic partners to support all areas of the council with excellent, timely and accurate analytics and insights, supporting decision making and financial commitment to support the Councils Strategy, Vision and priorities for the people of West Northamptonshire.

Responsibilities:

1. To liaise with the Business Intelligence Manager to understand the current and future critical report developments required for the business; thus ensuring the improvement of business as usual intelligence and business systems development.

2. To support the Systems Manager where appropriate i.e. perform tasks associated with the Systems Manager post ensuring continuous professional development in order to provide organisational learning, capability and resilience to ensure that staff have or gain the knowledge, skills and experience to carry out their roles effectively.

3. Monitor and direct Report Specialists, internal and external resources and providers/suppliers required for delivery of business solutions as part of a project to ensure that the solution is delivered on time, to budget, and meets the technical requirements of the project.

4. Recommend and advise, as a Report Specialist, in the implementation of new and existing business intelligence applications that form part of WNC BI systems portfolio in order to ensure that the portfolio is capable of supporting both the corporate and departmental business needs now and in the future.

5. Lead and keep under review the allocation of resources to prioritised projects and business as usual requests, making adjustments as required to ensure key objectives are met whilst managing competing demands.

6. To ensure report writing processes are developed, documented and adhered to by all areas; working with the businesses' key stakeholders to ensure that they understand and work to the defined procedures regarding the development of business reports.

7. To deliver cost reductions and service improvement through system efficiencies. This will be achieved by reviewing, developing, rationalising business and system reports in conjunction with the Senior Project managers, Change Control Manager, Business Process Analyst, Performance Analysts and Senior Information officers to deliver improvements to the Performance Management framework. To embed in every system the ability to analyse data to ensure that equality duties and accessibility requirements are corporately met.

8. To ensure the development of performance management systems and processes for the Council, liaising with Senior Managers to deliver efficiencies and service improvements.

9. Develop with the wider Business Intelligence and Performance community a council wide reporting strategy, common reporting procedures, a common report directory, developing the ability to 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 developers.

10. Develop an approach with the Business Intelligence Manager, the wider performance community and DTi which results in the organisation reducing the number of current reporting tools available, thus streamlining our approach to reporting and increasing access of data through corporate systems.

11. To interpret and understand National performance indicator sets and statutory reporting requirements with a view to developing year end datasets to aid the completion of the returns. To design reports which specifically highlight data errors, inconsistencies and problems on the database (system / Meta data ensuring that all Report Developers are familiar with and understand critical information sets.

12. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

13. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by

Ability to carry out data analysis and facilitate / assist business managers / colleagues to define reports required.	E	A, I
Ability to influence and challenge others, where appropriate, in order to facilitate business change (e.g. self-service reporting), and to impact on organisational culture. Excellent written and verbal communication skills including the ability to communicate complex issues to all audiences.	E	A, I
The post holder will need patience and perseverance to overcome the cultural change issues / blockers. The post holder has to be positive and can-do attitude, solution orientated.	D	A, I
Ability to think logically and problem-solving skills.	E	A, I
Ability to write DAX code in Power BI and PHYTHON in the creation of data semantic models in Fabric	E	A, T, I
Ability to write SQL code in SSRS, Business Objects, MS Access and Crystal.	E	A, T, I
Fabric data engineering skills or Power BI data engineering skills	D	A, I
Use Microsoft office packages (Word, Excel, Access, PowerPoint) at advanced level.	E	A, I
Good interpersonal skills, with the ability to work with Business Stakeholders and colleagues in a tactful and diplomatic way.	E	A, I
Excellent verbal, numerical and written skills	E	A, I
Evidence of assertiveness and change management skills working within a complex challenging environment.	E	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A,I

Knowledge:	Essential / Desirable	Measured by
Advanced level and understanding of performance management and the importance of high-quality information and its use.	E	A, I
Proven skills in Power BI, DAX coding and the creation of data semantic models in the Fabric environmen	E	A, I
Knowledge of use and application of GIS systems.	D	A, I
Knowledge of project management and project Delivery.	E	A, I
Sound knowledge of data protection act and principles Demonstrate absolute discretion and confidentiality and application of Data Protection Act and principles at all times.	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of working in a report development role utilising Power BI, SQL, Business Objects, Crystal, Excel and MS Access.	E	A, I
Experience of implementing/ developing Power BI dashboards and scorecards.	E	A, I
Experience of managing a team of professionals within a busy environment.	D	A, I

	Essential / Desirable	Measured by
Experience of collecting, statistically analysing and presenting information to a range of audiences Knowledge of data protection act and principles	E	A, I
Experience of planning and managing complex long term data projects.	E	A, I
Experience of data warehouse design and development.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to a higher level (degree level qualification or equivalent) or relevant experience.	E	A, I, D
Evidence of commitment to personal development activity.	D	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	**Primary work base:**	OAS, Northampton
Job family band:	PS8	**Worker type:**	Part-flexible
Salary range:	£41,816 - £45,175 (pro rata)	**Budget responsibility:**	None
People management responsibility:	None	**Contract Type**	Fixed Term (6-9 months)

Working conditions & how we work:

The role is defined as 'Part-flexible', which means you will work both in our modern central office, One Angel Square Northampton for between 2 and 3 days a week and remotely from home for the remaining days. This will be on a pro-rata basis if you work part-time.

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

Work requests are received from within the Business Intelligence and Population Insights team, and directly from service areas within the wider organisation. Work will be allocated by the Systems Manager, with support from the Senior SQL Report Specialist as required. The role is highly complex as there will be competing demands across a diverse range of services. Forward planning is required to ensure resources are available to support statutory returns, local improvement priorities, and planned projects such as system replacements, which require suites of new reports, while continuing support of business-as-usual requests. It is the Senior SQL Report Specialists responsibility to plan and manage work that has been allocated to them, provide support to the SQL Report Specialists if needed, and to escalate any issues regarding priorities to the Systems Manager.

What level of supervision is this post subject to?

Monthly/ 4 weekly supervision with the Systems Manager, which includes general update as to delivery against the teams workplan, issues resolution and high-level talks around future team direction and purpose. This will operate alongside the Valuing Individual Performance (V.I.P) conversations to celebrate successes and reflect and learn where improvements could be made, carried out by the Systems Manager. Regular progress

meetings will also be held with the wider team to monitor progress of deliverables against the plan, highlighting risks and issues and recommending appropriate corrective action to ensure quality products are delivered on time and within budget.

What type of priorities is the post holder able to set themselves?

The Senior SQL Report Specialist will prioritise stakeholders' requirements by assessing, documenting, and obtaining formal sign-off of report specifications and proactively identify fit-for-purpose reports that deliver information benefits. The Senior SQL Report Specialist can change these priorities providing the report delivery dates can be met.

What kind of systems, procedures or 'rules' are set around the job?

The SQL Report Specialist will work within the agreed IT procedures regarding access and use of equipment, systems, and data. To ensure consistent ways of working across the team they will work within process guidelines, which they will help to review and implement within the team. They will also work within the Performance Management Strategy and the Service Planning Framework.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.

- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.

- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.

- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

  We want you to have balance and be happy.

West
Northamptonshire
Council