Job Description

Job Title: Senior Report Developer

Grade: K

Overall Purpose of Role

This 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

Main Accountabilities

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 lead, manage and develop the Report Writing Team, ensuring continuous professional development in order to provide organisational learning, capability and resilience (including supervising appraisals and 1-1 sessions as required) to ensure that staff have or gain the knowledge, skills and experience to carry out their roles effectively.
3	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.
4	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.
5	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. To ensure the development of performance management systems and processes for the Council, liaising with Senior Managers to deliver efficiencies and service improvements.

6	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.
7	Develop an approach with the Business Intelligence Manager, the wider performance community and IT 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.
8	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.
9	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	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.
11	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.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

	Essential	Desirable
Qualifications Required	Educated to a higher level (degree level qualification or equivalent) or relevant experience.	Evidence of commitment to personal development activity.

Minimum levels of knowledge, skills and experience required for this post

Identify	Essential	Desirable
Knowledge:	Advanced level and understanding of performance management and the importance of high-quality information and its use.	
	Knowledge of use and application of GIS systems.	
	Knowledge of project management and project Delivery.	
	Sound knowledge of data protection act and principles Demonstrate absolute discretion and confidentiality and application of Data Protection Act and principles at all times.	
Skills:	Ability to carry out data analysis and assist business managers/colleagues to define reports required.	

	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.	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.
	Ability to think logically and problem-solving skills.	
	Ability to write SQL code in Actuate, Business Objects, MS Access and Crystal.	Power BI
	Use Microsoft office packages (Word, Excel, Access, PowerPoint) at advanced level.	
	Good interpersonal skills, with the ability to work with Business Stakeholders and colleagues in a tactful and diplomatic way.	
	Excellent verbal, numerical and written skills	
	Evidence of assertiveness and change management skills working within a complex challenging environment.	
Experience:	Substantial experience of working in a report development role utilising SQL, Business Objects, Crystal, Excel and MS Access.	Experience of implementing/ developing dashboards.
	Experience of managing a team of professionals within a busy environment.	
	Experience of collecting, statistically analysing and presenting information to a range of audiences Knowledge of data protection act and principles	
	Experience of planning and managing complex long term data projects.	

	Experience of data warehouse design and development.	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Disclosure level	
What DBS Level is required for this post?	
None	☒
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☐