**City of Wolverhampton Council**

**Job Description**

**Job title:** Senior Business Intelligence Reporting Developer

**Directorate:** Strategy

**Service:** Data & Analytics

**Location**: Any suitable location within the City of Wolverhampton

**Workstyle:** Flexible

**Responsible to:** Business Intelligence Development Manager

**Grade:** Grade 7

**Job Purpose and Role**

The post holder will:

To play a lead role in the development and implementation of robust reporting systems that link data across key Council services through the automation of business intelligence reporting.

To manage a team of Business Intelligence Reporting Developers.

To manage the workload of the team, ensuring that all reporting requests can be processed in a timely manner.

Using querying languages like SQL, to modernise current reporting systems and develop new reporting systems in areas where reporting is to be centralised.

To create and maintain dataflows in Microsoft Power BI to enable data to be easily automated, manipulated and analysed.

To produce data sets that can be easily analysed and presented by Intelligence Analysts within the team.

To create Power BI dashboards that easily explain outcomes from data for internal colleagues and different levels of external services.

To ensure data is stored in a safe and controlled way in line with GDPR legislation.

To proactively identify new data sets and new ways of joining data to help produce of record across all Council services.

To actively participate in the delivery of the Council Plan, preparation for external inspection and statutory returns.

1. To play a lead role in the development of data models for a range of operational and strategic reporting across the Council.
2. Manage a team of Business Intelligence Reporting Developers against the targets set out by the Business Reporting Development Manager.
3. To lead on the development of stable, reliable, and effective reporting that is easily accessible to Intelligence Analysts and the business, whether this be by Power BI, SSRS or other relevant technologies.
4. To create automated data flows in Microsoft Power BI that enable data to be displayed in interactive and predictive dashboards for services.
5. To create Power BI dashboards that are easy to use that ensure the story of the data is told and aide data driven decision making, being creative and innovative in the process.
6. To work with the business to continually evaluate new reporting needs advising managers of key issues to support and enable proactive evidenced based decision making.
7. To lead on finding solutions that enable data across systems to be matched with the long term aim of having one record across all services.
8. To work closely with managers to develop pre-defined reports that can be accessed on a self-service basis or that will be automatically generated for managers via interactive dashboards or self serve reporting.
9. To represent the team by attending management team meetings, project meetings or visit service providers to present or collect data and information as and when required by management.
10. To take a lead role in the submission of statutory returns to central government and FOI’s, working closely with Intelligence Analysts to build reporting that automates, where possible, the data in a format which matches the return specification for easier submission.
11. To influence decision makers within the business to see the importance of data quality and building reports which highlight potential data quality concerns and ways to improve data on the system, ensuring that data is stored and deployed in line with data quality and information governance standards.
12. To work with Intelligence analysts and stakeholders to diagnose and resolve data quality and reporting errors that might be identified in the Business Intelligence reports.
13. To optimise SQL queries to avoid unnecessary long query times which may have an impact on live environments for front end users of systems, where appropriate.
14. To have a solid understanding of data validation techniques to ensure information reported is valid, consistent, and accurate.
15. To keep up to date with national drivers which impact local authorities and understand how roles and responsibilities tie into the direction and deployment of council resources.
16. To lead in the identification of the need for new or improved information systems, raising suggestions and any concerns to senior management, whilst co-ordinating and contributing to the development and implementation of suitable systems.
17. To provide advice on sources and presentation of data and information to other members of the team.
18. To horizon scan for new, emerging technologies which would further aid the deployment of improved monitoring systems and how to improve ways of promoting an intelligence and data driven culture.
19. To continually work with the Technical Reporting Development Manager and senior members of the service to identify routine data manipulation tasks, and where possible developing automation routines for these tasks.
20. To have a solid understanding of SQL and data extraction from various databases such as PostgreSQL, Microsoft SQL Server, Oracle and more.
21. To act in accordance with the Council's Constitution and other Codes of Conduct.
22. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
23. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
24. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
25. To participate in the wider development of the service and contribute to service improvement as required.
26. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies as appropriate and training provided.
27. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives as appropriate and training provided.
28. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after”.

**City of Wolverhampton Council**

**Personnel Specification**

**Job title: Senior Business Intelligence Reporting Developer**

| **Factors** | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| **Qualifications** | * A-Level or equivalent or significant workplace experience in business intelligence or developing data solutions. * Evidence of pursuit of a relevant course of higher education. | * Certificate in using Microsoft applications * Microsoft SQL Certification | Production of Certificates |
| **Training** | * Evidence of pursuit of training or development designed to enhance reporting skills. |  | Application form  References  Interview |
| **Experience** | * Significant experience of working with querying languages such as SQL to develop performance reporting. With an awareness of the procedural extensions such as T-SQL, PL SQL, MySQL, PostgreSQL etc. * Experience of managing or mentoring staff * Experience of troubleshooting SQL queries and improving query run time. * Significant experience using Microsoft Power BI to create dashboarding solutions and tools. * Experience of automating data from systems into dashboards. * Experience of working with managers to identify and define their management information needs. * Experience of managing several projects across a range of areas simultaneously. * Experience of Integrated development environments (IDE’s) such as SQL Server Management Studio, PgAdmin and Oracle SQL Developer. * Experience of working in a challenging and continuously changing environment. | * Experience of creating data flows within Power BI. * Experience of managing multiple staff within a team * Experience of Integrated development environments for programming languages such as Spyder, R Studio, Jupyter Notebooks. * Auditing the use of information and recommending changes. * Experience in near real-time data integrations. * Experience of using programming languages * Experience of using SharePoint * Experience of using Microsoft Teams | Application form  References  Interview  Test material |
| **Special Knowledge/Skills** | * Ability to communicate effectively both orally and in writing. * Ability to work in a detailed and systematic manner. * Extensive knowledge of relevant programming languages and syntax. * Extensive knowledge of relevant IT applications such as Microsoft Power BI, Microsoft Excel, Microsoft Teams, Microsoft Outlook, Microsoft Word etc * Advanced visualisation skills. * An advanced knowledge of M and DAX. * SQL Server Reporting Services (SSRS) and Microsoft Report Builder. * Extensive knowledge of working with querying languages such as SQL to develop performance reporting. With an awareness of the procedural extensions such as T-SQL, PL SQL, MySQL, PostgreSQL etc. * Extremely numerate and able to analyse and interpret data and information accurately and effectively. | * Knowledge of multiple programming languages * Understanding of City of Wolverhampton’s Council Plan and how data and intelligence influence this. * Knowledge of multiple programming languages, such as Python, VB, VBA, C#, C, C++, JavaScript. * Knowledge of SSAS and SSIS. * Knowledge of statistical programming languages such as R. * A full knowledge of the database normalisation process. * Knowledge of Visual Studio 2012 onwards. * Knowledge of Microsoft Flow and Power Automate * Knowledge of SharePoint | Application form  References  Interview  Test material |
| **Personal Qualities** | * Ability to communicate effectively highly complex information at all levels. * Self-starter highly motivated and results orientated. * Ability to work as a team and on your own initiative. * Ability to establish sound working relationships with a range of staff. * High level of problem-solving ability. * Ability to prioritise and work effectively under pressure to tight deadlines. * Demonstration of a positive, can-do approach. * Ability to communicate contentious information issues/briefings to senior managers and resolve differences and agree a way forward. * Willingness to share knowledge with colleagues within the team, service and local authority. |  | Application form  References  Interview |
| **Interests and Motivation Relevant to job** | * Interested in the delivery and promotion of high-quality service provision, evidenced based decision making and the role of data and analysis in achieving this. * An interest in emerging technologies and possible implementations of these to further aid strategic outcomes of the organisation. |  | Application form  References  Interview |
| **Commitment** | * Commitment to the Equal Opportunity Policy of the Council and to the development of information systems and management information that enable equality and diversity issues to be highlighted and addressed. * Commitment to the development of a data driven culture within local government. * Commitment to own personal development. |  | Interview |