A close-up of a logo

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| **Job Description** | |
| **Job Title:** | BI Reporting Specialist |
| **Directorate/Team:** | Digital & Data |
| **Location:** | 16 Summer Lane |
| **Responsible to:** | Senior BI Developer |
| **Responsible for:** | N/A |
| **Key working relationships:**  (internal) | Members of the digital & data team, Business Improvement Team |
| **Key working relationships:**  (external) | N/A |
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| **Purpose of the Post** | |
| The BI Reporting Analyst will be responsible for developing and maintaining business intelligence solutions to support data-driven decision-making within the organisation. The role involves extracting, analysing, and presenting data to provide actionable insights that improve business processes and performance. | |
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| **Accountabilities** | |
| * Enhance the Design and Development Team and its ability to deliver a complete customer focused service to the organisation for all its Business Intelligence needs. * Be a go-to person, providing expert advice and support where needed. * Help to deliver excellence in all areas, helping to uphold a service focused, customer centric approach. | |
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| **Responsibilities** | |
| **Strategic** | |
| * Work with business intelligence and other staff on reporting systems, helping WMCA and its stakeholders understand and explore data as necessary. * As an advocate for reporting, maintain, support and develop the WMCA reporting expertise. | |
| **People** | |
| * Work with others across the team and the wider organisation to help deliver and develop solutions that provide meaningful data for the business, helping the team deliver quality and value to its customers. | |
| **Operational** | |
| * Assist in the delivery of quality solutions using Business Intelligence tools. * Design, develop, implement and support reporting solutions * Develop and manage business intelligence solutions, including scorecards, visual analytics, dashboards and reports. * Extract and analyse data from various sources to identify trends and insights. * Collaborate with stakeholders to understand business requirements and develop reporting solutions. * Create and maintain documentation for BI systems, including design, requirements, and user manuals. * Ensure data quality and accuracy by implementing data validation processes. * Provide technical support and guidance for BI tools and systems. * Monitor and report on the performance and usage of BI reports and dashboards. | |
| **Financial** | |
| * None | |
| **Other** | |
| * Stay updated on new BI technologies and best practices. | |

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| **Person Specification** |

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| Candidates/post holders will be expected to demonstrate the following: | **Essential/ Desirable** | | **How Evidenced?** | | |
| **Experience** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Demonstrable experience of Microsoft Power BI. | X |  | X | X |  |
| Experience of visual design, BI dashboards and tools. | X |  | X | X |  |
| Experience as a Business Intelligence developer using parts of the Microsoft business intelligence stack e.g. SQL server etc. | X |  | X | X |  |
| **Skills / Knowledge** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Analytical mindset with problem-solving skills. | X |  | X | X |  |
| Collating data from varying sources, complexity, formats and structures. | X |  | X | X |  |
| Presenting information in a clear and concise manner with drill down capability and conditional formatting where triggers are met. | X |  | X | X |  |
| Crafting good working relationships with end users in fulfilling their expectations with good customer service, communication and presentation skills. | X |  | X | X |  |
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| **Qualification / Education / Training** | **E** | **D** | **A\*** | **I\*** | **T\*** |
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**\*Key: A** = Application, **I** =Interview, **T** = Testing/Assessment

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| **Core Expectations** | |
| **Health, Safety & Wellbeing** | All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing. |
| **Equality & Diversity** | Promote and champion equality and diversity in all aspects of the role. |
| **Learning & Development** | Participate in and take responsibility of any learning and development required to carry out this role effectively. |
| **Performance Management** | Actively engage in the performance management process and take responsibility for managing performance outcomes. |
| **GDPR** | Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role. |
| **Adherence to Policies** | Be aware of and comply with all organisation policies. |
| **Other** | There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis. |

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| **Values** | | |
| Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution. | | |
| **Value** | **Competency** | **Behaviour** |
| **Collaborative** | Team Focussed | Works as part of team, managing and leading. |
| Service Driven | Customer, resident, and partner focussed. |
| **Driven** | Empowered & Accountable | Takes ownership and leads when needed. |
| Performance Focused | Ambitious and going the extra mile. |
| **Inclusive** | ‘One Organisation’ Mindset | Believe in each other’s expertise. |
| Open & Honest | We do what we say we are going to do. |
| **Innovative** | Forward Thinking | Embrace change and open to new possibilities. |
| Problem Solving | Go for clear and simple whenever possible. |

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| **Additional Post Requirements** | | | | | | | | | |
| **Essential**  **Car User** | | **Politically Restricted Post** | | **Disclosure and Barring Service (DBS)** | | | | **Vetting** | |
| Yes | No | Yes | No | Basic | Standard | Enhanced | None | Yes | No |

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| **Job Evaluation Details** | | | |
| **Date Evaluation Agreed** | **JEP Reference** | **Grade** | **Job Family** |
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