

## JOB DESCRIPTION and PERSON SPECIFICATION

**Post title:** Data Analyst/ BI Developer

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

**Grade & Salary:** TBC

**Responsible to:** Head of Business Systems

**Responsible for:** No direct reports

**Strata purpose: Provide Strata's customers with strategic IT leadership and professional, resilient and cost effective IT services to help them meet their corporate objectives.**

### Job Context

A Data Analyst/ BI Developer will be responsible for creating and maintaining a data warehouse of council datasets and datasets from third parties. The Data Analyst will liaise with customers to understand their reporting requirements, recommend appropriate solutions and implement those solutions where necessary. The Data Analyst will also assist end users in being able to produce their own Dash Boards and offer technical assistance and training where required.

The Data Analyst will have experience in delivering a wide range of data analysis and business intelligence solutions to organisations in both the public and private sectors.

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### Job purpose:

Design, develop, implement, support and manage a range of Data Analysis systems, including reporting packages and data warehouses

Manage assigned projects in a professional and customer focused delivery process.

## Core accountabilities:

1. Create a Corporate Data Warehouse of date from a wide range of corporate databases and data sources.
2. Create the Data Warehouse in such a way as to make reporting and analyzing the data held within it, as intuitive for the end user as possible.
3. Use a variety of Business Intelligence Tools, such as SQL Server Integration Services and SQL Server Analytical Services to produce, maintain and report on corporate databases and the Data Warehouse.
4. Use a variety of reporting tools such as Power BI, SQL Server Reporting Services and Business Objects to produce reports and dashboards to a range of end users, to assist with service delivery and strategic decision making.
5. Create Data Models for our customers, to make it as easy as possible for them to produce their own reports using the corporate reporting tools.
6. Train end users to use corporate reporting tools such as Power BI, to enable them to produce their own reports.
7. Use data analytics software such as 'R', Python, SPSS, Excel and SQL Server to analyse data for inclusion in corporate reports and dashboards.
8. Follow the Strata policies and procedures to manage requests for technical assistance from end users.
9. Assist with the maintenance where required, of the corporate address databases known as the Local Land and Property Gazetteer (LLPG)
10. Assist with the Geographic Information Systems (GIS) in use within Strata.
11. Support customers and systems outside of normal business hours by being a member of a standby and on-call rota if required.
12. Be part of multi-disciplinary and corporate teams as needed to identify and make improvements to customers' service delivery and performance.
13. Work in close co-operation with all teams within Strata to ensure delivery of customers' holistic IT requirements ranging from break-fix to system implementation.
14. Develop, document and keep current a comprehensive set of processes and procedures for the operation and maintenance of the defined business systems.

15. Develop and maintain good communication and relationship with customers, especially important during project delivery.
16. Ensure you have an up to date awareness of the relevant business systems supplier roadmaps and make Strata management aware of any benefits, risks or issues for Strata and its customers.
17. Support Strata's and its customers' approach to equalities and diversity ensuring that services and policies identify, address and promote the needs of the diverse communities.. This includes the need for safety of children and other vulnerable people.
18. Take personal responsibility to ensure that you take care of your own health and safety and that of others.
19. Use best endeavors to ensure that other staff comply with their health and safety obligations and you must report any suspected breach to your line manager or the IT Director
20. Ensure own, staff and customer awareness and compliance with Strata policies.



	<p>techniques.</p> <ul style="list-style-type: none"> <li>▪ Knowledge of a programming language such as C#</li> </ul>	D	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Excellent numerical and analytical skills</li> <li>▪ Excellent communication skills with the ability to communicate complex ideas to a range of stakeholders in a clear and understandable way.</li> <li>▪ Ability to train and assist end users so that they can produce their own reports and dashboards.</li> <li>▪ Excellent trouble shooting and fault-finding skills under pressure.</li> <li>▪ Sound project management ability for ICT projects</li> <li>▪ Able to build productive and collaborative relationships with key customers and colleagues</li> <li>▪ Able to analyse problems to root cause and develop improvement strategies and actions.</li> <li>▪ Communicates honestly, openly and clearly</li> <li>▪ Focuses on the system of work and pays attention to measures and deadlines</li> <li>▪ Ability to produce clear and concise documentation</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>Successful experience in</b>	<ul style="list-style-type: none"> <li>▪ Producing Data Models and Data Warehouses</li> <li>▪ Producing Complex Reports for a range of stake holders</li> <li>▪ Analysing complex data to produce Business Insight</li> <li>▪ Analysing complex data to produce predictions on future events</li> <li>▪ Liaising with Stakeholders at all levels in an organization</li> <li>▪ Working to deadlines</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>▪ A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).</li> </ul>	E	

Strata is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

### RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

**Status** (please tick)

Permanent	<input checked="" type="checkbox"/>	Temporary	
Full time	<input checked="" type="checkbox"/>	From	to
Part time / Job share		Casual	
No of hours per week		Voluntary	

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

<b>Level 1</b>	<b>Seldom or never</b>	<b>Level 4</b>	<b>Regular (2-3 times per week)</b>
<b>Level 2</b>	<b>Occasionally (once a month)</b>	<b>Level 5</b>	<b>Daily</b>
<b>Level 3</b>	<b>Fairly regularly (1 per week)</b>		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	4
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	1
Manual handling – repetitive movements, bending twisting	1
Working with the public	1
Face to face contact with abusive customers	1
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	2
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

**The document was reviewed & completed by David Sercombe on 01/10/2018**