Job Title: **Business Intelligence Developer**

Salary   **£40,000 - £45,000**

Reports to: **Director of Transformation**

Location: **Central Bristol**

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

The Business Intelligence (BI) developer will be a key member in executing the BI strategy across Shaw Trust. The BI team will assist Shaw Trust to diversify and transform more lives through aligning analytics with business outcomes and embedding a data-driven culture across the trust.

The BI developer will provide the technical foundation for the execution of our BI strategy. The post holder will:

- Be at the forefront of utilising data to improves people's lives.

- Design, build, maintain and enhance a robust data platform which will allow for data discovery and self-service insight & reporting.

- Colloborate with the BI manager and information analysts to devise reporting suites, KPIs, cubes, data discovery tools and data visualisation tools.

- Lead on the data governance of Shaw Trust's business intelligence activities. Including leading on deploying, documenting and testing of the output of the BI team.

PERSON SPECIFICATION

Job Title: **Business Intelligence Developer**

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training)   • Bachelor's degree in a technical discipline, plus a minimum of two year's experience in a business intelligence focussed environment. Or an equivalent combination of education and experience **(E)**   • Business intelligence certifications **(D)**   • Project management qualifications (e.g. Agile, Scrum) **(D)**
Experience   • Minimum of one year's experience developing BI data solutions, preferably using the Microsoft BI stack **(E)**   • Demonstrable experience in designing and developing robust, dynamic and scalable ETL solutions **(E)**   • Demonstrable understanding of a successful BI function and the transformation of raw data into reporting and insight that informs business users and business processes **(E)**   • Demonstrable experiencing in defining technical architecture, including best practice principles **(E)**   • Demonstrable experience of deploying insight through business analytics tool (e.g. PowerBI, Tableau, Qlik) **(D)**
Skills and Attributes   • Proven expertise in the Microsoft BI Stack – SQL Server, T-SQL, SSIS, SSRS & Excel **(E)**   • Proven expertise in designing, building and implementing successful data solutions through effective use of data modelling and data arcticture **(E)**   • Demonstrable experience in SSAS & SharePoint report integration **(D)**   • Ability to work in an Agile and SCRUM methodology, collaborating closely with the BI team to solve complex problems in a timely fashion **(D)**
Personal qualities, communicating and relating to others

- Excellent, clear and confident communicator (verbal and written) **(E)**
- Ability to learn quickly, use initiative and a desire for continual self-improvement **(E)**
- An enthusiastic and flexible attitude and with a drive for results **(E)**
- Ability to work under pressure in a team environment**(E)**
- Problem solving and analysis **(D)**
- Relationship management **(D)**
- Planning and organising **(D)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults**(E)**
- This post requires a Criminal Records Bureau disclosure at Basic level **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity **(E)**
- Ability to travel on behalf of the Trust as required **(E)**
- Good understanding of disability issues **(D)**

Main Duties and Responsibilities

1. Design, build and implement data warehouse solutions. Colloborate with the BI manager and information analysts to devise reporting suites, data discovery and data visualisation tools.

2. Develop blended BI reports, cubes, KPIs and self-service data anlaysis functionality tools using data from Shaw Trust's OLTP systems and data derived externally.

3. Fostering open dialogue with business users to proactively identify and address potential issues. While also advising business users on best practice.

4. Contribute to effective data governance of business data. This may include documentation, data quality, data management, data policies, business process management and risk management surrounding the handling of business data at Shaw Trust.

5. Work with the rest of the BI team and communicate complex concepts and solutions to the BI team and to peers.

6. Creating and managing the BI release cycle. Including internal testing, UAT, documentation and deployment.

7. Implementing and maintaining effective source control for all the data solutions provided by the BI team.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.

3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment.