# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Business Intelligence Developer

# Department: Business Services

# Grade: [Single Status 10](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Data Architect

# Purpose of the Role:

# The role is based in the IT and Digital Information Management Team which sits within Engagement and Digital Innovation. The team leads on the development and delivery of the Information and Data Management Strategy for the Council. You will be working with colleagues with extensive knowledge of the use of BI Tools such as Tableau and Power BI. You will be helping to drive change through improvements in the data literacy culture throughout the authority.

# You will be primarily liaising with colleagues in the Inclusion, Special Educational Needs and Disabilities (ISEND) area of the Children’s Services Department. The role provides ongoing support of report development and statutory returns and requires experience with Microsoft Visual Studio and SQL Server Reporting Services (SSRS).

# Key tasks:

1. Promote and support the realisation of the Information Management and Business Intelligence Strategies, assisting in the identification of future projects.
2. Support the development and use of Business Intelligence tools across the Council, with a focus on Children’s Services.
3. Develop and maintain routines to extract data in support of social care statutory returns.
4. Develop and maintain semantic layers, models and universes to support self-service reporting.
5. Lead on the development, implementation and configuration of report libraries, to support self-service access to operational and management information.
6. Support the development of dashboards, including the provision of data from various sources to populate dynamic dashboard applications.
7. Design and implement Extract-Transform-Load (ETL) processes to populate reporting databases with information from line-of-business databases.
8. Support and maintain data warehouses and other offline reporting databases.
9. Provide identity resolution and data-matching expertise, particularly around fuzzy matching of clients.
10. Carry out data analytic projects, to provide enhanced insight into future business trends.
11. Deputise for the Data Architect as required.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 6](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status) in relevant subject or able to demonstrate experience in this field of Information Technology

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to manage work priorities flexibly in order to meeting changing circumstances and deadlines.
* Ability to communicate with a variety of users, including those with limited IT skills.
* Ability to gather customer requirements, transforming them into technical solutions.
* Ability to analyse and interpret data.
* Ability to write SQL queries.
* Knowledge of project management methodology.
* Knowledge of backend database structures.
* Experience working in an IT environment.
* Use of business intelligence tools to extract information from database systems.
* Experience of working with SQL databases.
* Ability to work proactively under own initiative.
* Attention to detail.
* Effective team worker.
* Commitment and ability to integrate Equal Opportunities into daily working practices.
* Commitment to continuing professional development.
* Commitment to continual service improvement.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Formal IT qualification
* Broad knowledge of ICT.
* Knowledge of ITIL framework for delivery of ICT services.
* Knowledge of local and central government, and inter-agency information management.
* Experience of the MS SQL Server technology stack, including SSRS and SSIS.
* Experience of designing and developing ETL processes.
* Experience of using GIS and carrying out geospatial queries.
* Experience of advanced analytical techniques.
* Experience managing a project using PRINCE2.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |