# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Business Intelligence Developer

# DEPARTMENT: Business Services

# LOCATION: Lewes

# GRADE: East Sussex Single Status 10

# RESPONSIBLE TO: Data Architect

# Purpose of the Role:

To provide high quality reporting and business intelligence from line-of-business databases; to review the suitability of existing reports and identify potential improvements; to provide technical development and support for business intelligence processes and repositories.

# Key tasks:

1. To promote and support the realisation of the Information Management and Business Intelligence Strategies, assisting in the identification of future projects.
2. To support the development and use of Business Intelligence tools across the Council, with a focus on Children’s Services.
3. To develop and maintain routines to extract data in support of social care statutory returns.
4. To develop and maintain semantic layers, models and universes to support self-service reporting.
5. To lead on the development, implementation and configuration of report libraries, to support self-service access to operational and management information.
6. To support the development of dashboards, including the provision of data from various sources to populate dynamic dashboard applications.
7. To design and implement Extract-Transform-Load (ETL) processes to populate reporting databases with information from line-of-business databases.
8. To support and maintain data warehouses and other offline reporting databases.
9. To provide identity resolution and data-matching expertise, particularly around fuzzy matching of clients.
10. To carry out data analytic projects, to provide enhanced insight into future business trends.
11. To deputise for the Data Architect as required.
12. To undertake any other such duties as may reasonably be required by the Data Architect.
13. To ensure that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards, including Equal Opportunities and anti-discriminatory practices.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Business Intelligence Developer

# GRADE: Single Status 10

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * 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. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Educated to A-level or equivalent. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Formal IT qualification. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of project management methodology. * Knowledge of backend database structures. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Broad knowledge of ICT. * Knowledge of ITIL framework for delivery of ICT services. * Knowledge of local and central government, and inter-agency information management. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience working in an IT environment. * Use of business intelligence tools to extract information from database systems. * Experience of working with SQL databases. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * 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. * Experience working in a Children’s Services department. * Experience developing Finance reporting. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Ability to learn quickly. * Ability to use creative and innovative thinking. * Ability to work proactively under own initiative. * Ability to take responsibility for organising and meeting targets. * Ability to work accurately and effectively to tight deadlines. * Ability to manage change in a rapidly changing environment. * 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. * Ability to establish effective working relationships with other teams. |

# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * Strong and positive leadership. |

**Date (drawn up): Modified September 2020**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 8146**

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 | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |