TBC-Job Description Template-V1.1

# BI Developer

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| Job title: | BI Developer |
| Department: | IT |
| Location: | Remote |
| Reporting to:  (job title only) | Data Projects Lead |
| Direct reports:  (job title only) | N/A |
| Accountable to:  (where applicable) | Data Projects Lead |
| Responsible to:  (where applicable) | Data Projects Lead |
| Job purpose: | Support the creation, maintenance and development of the gold layer of our unified data model alongside creating and governing centralised measures to support the delivery of actionable insights to support better patient care across Vita Health Group.  Support data initiatives and projects collaborating with stakeholders across the organisation, to define and deliver comprehensive data requirements.  Support teams across the business with technical support and queries. |
| Role and Responsibilities: | Support the creation, maintenance and development of the ‘gold layer’ of our unified data model transforming data through data tables to semantic models and centralised measures.  Influence and support the business to ensure that data is considered within every aspect of the product / delivery lifecycle.  Use your skills and knowledge to provide technical support and guidance across various teams.  Translating business requirements into technical specifications, to support project delivery.  Promoting the accessibility, accuracy and security of data through efficient data management  Effectively manage your time to meet task and project deadlines. This includes prioritizing tasks, creating schedules, and allocating appropriate time for each activity.  Identify, collect, study, analyse, understand, interpret and document business requirements. For this to be then translated into technical requirements.  Create visually appealing and interactive reports, dashboards, and data visualizations that provide valuable insights to various stakeholders.  Always validate results through cross-checking, identifying data quality issues, and implementing data cleansing techniques. These to be then relayed back to the business stakeholders and inform process changes.  Handle stakeholder data requests. You will be responsible for contributing to the provision of robust and reliable information to the business stakeholders and customers.  You will work with many system tools and management systems to interpret and transform data and build solutions. Asking questions will be the key to success of you in the role.  Prepare and present project requirements in a clear and compelling manner, utilising appropriate processes and templates.  Collaborate with senior team members to complete assigned tasks and projects, ensuring that your sprint (or equivalent) is kept up to date at all times.  Communicate effectively with team members and stakeholders, tailoring messages to suit the audience's understanding.  Be aware of support through your working methods the adherence to best practice and governance processes.  Develop strong requirements gathering techniques, including glossaries and clarity around required outputs.  Demonstrate enthusiasm for learning and stay up to date with industry trends, standards, technical developments, news and emerging methodologies in data analysis and Power BI.  **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.     * Be aware of the impact of your behaviour on others. * Ensure that others are treated with fairness, dignity, and respect. * Maintain and develop your knowledge about what EDI is and why it is important. * Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians. * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice. * Be prepared to speak up for others if you witness bias, discrimination, or prejudice. |

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| Clinical Governance:  (where applicable) | Adherence to all VHG Clinical Governance policies and procedures |
| Training and supervision: | Internal mandatory training modules  Relevant support to achieve learning goals |
| Additional information: | Willingness to travel, which may include overnight stays on occasion, as and when required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | English, Maths & Computing GCSEs grades A-C or equivalent | * HNC/HND, Degree or equivalent in a relevant field such as Data Science, Data Analytics, Statistics, Mathematics, Computer Science, Business Analytics, or a related discipline. * Evidence of continued professional development or evidence of interest in data transformation |
| **Experience** | * At least 2 years working in a data related role with experience of proficient data modelling * Experience of complex reporting and data visualisation with evidence of successful dashboard implementation with Power BI or equivalent * Supporting business functions address data quality issues | * Experience working within the healthcare industry and / or knowledge of patient management systems using within the NHS * Experience of Agile principles and Scrum process. * Experience of working with Microsoft Fabric or similar |
| **Skills/knowledge** | * Strong general IT skills, including Advanced Excel & Power Query * Proficient SQL or equivalent * Strong management reporting/analytical skills * Diligence & attention to detail * Excellent communication skills, written, IT, verbal and presentation. * Time management skills and ability to work on multiple projects simultaneously * Proficient in data modelling and understanding of creating and managing measures (DAX) in large data sets. | * Knowledge of DevOps & GIT version control systems * Knowledge of Monday.com * Project support experience * Knowledge of data governance processes * Speaks another language |
| **Personal competencies and qualities** | * Highly self-motivated, enthusiastic and driven * Passionate about delivering excellent standards * Analytical mindset * Ability to translate technical concepts to non-technical stakeholders. * Determination and curiosity to learn, develop and progress * Ability to work individually and within a team and foster excellent working relationships. * An awareness of and commitment to supporting and facilitating diversity and inclusion. * Ability to work under pressure. | * Business acumen * Experience of supporting others |

## Version Control

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| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
| V1.3 | 01/03/24 | Updated to include Spire Head Office |