**Job Description**

|  |  |
| --- | --- |
|  |  |
| **Job Title:****Function:****Team / sub-function:****Reports to:**  | Business Intelligence AnalystBusiness Intelligence Lead |
| **Job Grade:** | *Please leave Blank*  |
| **Job Code:**  | *Please leave Blank*  |
|  |  |

**The role**

The Business Intelligence Analyst works closely with the Business Intelligence function to drive the current deployment and future development of our company-wide Data Warehouse. They will be an expert, champion and trusted point of contact for the Data Warehouse across the business, supporting its maintenance and the management of any issues that arise.

**Key Accountabilities**

* Overseeing the ongoing maintenance and housekeeping of the company-wide Data Warehouse, liaising with all functions, particularly with Finance, People (HR), Operations, Marketing and IT.
* Working with other Business Intelligence Team members and third-party data consultant partners regarding the development of incremental content within the Data Warehouse, while also working to develop the overall solution architecture for BI.
* Helping to define requirements and shape the content for future automated daily, weekly and monthly reporting from the Data Warehouse, working both with the report functional owners, and other members of the Business Intelligence Team.
* Developing enriched content within analysis dashboards using Microsoft PowerBI to author queries, datasets, visuals and reports.
* Championing and facilitating the use of the Data Warehouse across the business, leading by example.
* Ensuring that all agreed reports are produced from the Data Warehouse in a timely manner and sent to the relevant recipients on a working-daily basis, investigating any queries raised by the recipients of the reports, and liaising with the rest of the Business Intelligence Team where appropriate to find solutions.
* Engaging in peer reviews to validate data and test others work before deployment.
* Becoming an acknowledged expert and trusted point of contact with regard to the Data Warehouse and its contents.
* Being passionate about solving problems with complete and well-organised data, providing ‘the best version of the truth’ to stakeholders as information for decision-making.
* Undertaking ad hoc analytical projects using data from the Data Warehouse – either as requested by the business, or by using own initiative.
* Deliver demonstrations of developed functionality to the business.
* Deputising for other members of the team when required and appropriate.

**Skills and Experience**

**Essential:**

* Microsoft PowerBI to an Intermediate to Advanced level, including understanding and writing DAX.
* A background in producing regular reporting.
* Data visualisation and analytics experience, for example using Microsoft SSRS, Google Data Studio, Tableau or PowerBI.
* Experience of data warehouses with knowledge and ability of reading and writing SQL.
* In-depth understanding of database design and management.
* Broad level of commercial awareness, and the information needs of different functions within a business.
* Problem solving skills and creativity evidenced by experience in writing complex excel formulas or the equivalent in PowerBI.
* An understanding of report design and how to convey information to end users in a clear and informative way using tables, graphs and other similar visuals.
* Strong communication skills, including the ability to simplify the complex, communicate clearly and unambiguously, and explain technical things to non-technical people.
* Strong attention to detail, focused on the delivery of a first-class service.
* Intellectual curiosity and the ability to think logically and laterally.
* Excellent organisational skills and ability to prioritise workload to maximise results and use of resources.
* A can-do, enabling attitude and comfort with ambiguity; adaptable and flexible.

**Desired:**

* Use of JIRA and Confluence.
* Understanding of AGILE methodologies.
* Python experience.
* Experience of working with sensitive data.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | February 2024 | **Prepared by:** | Francesca Moore |