Role profile

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| **Role title** | **BI developer** |
| **Department and directorate** | **Tech Services** |
| **Grade** | **6** |
| **Reports to (job title)** | **Head of Business Intelligence** |
| **Direct reports (job titles)** | **n/a** |

| ***Job Overview– purpose of the role*** |
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| *Describe as concisely as possible the overall purpose of the job and what success looks like.* |

The purpose of this role is to help to identify, capture, integrate, consolidate, and analyse data which can then be visualised into meaningful reports and/or used as datasets for a variety of business analytical needs, helping to discover key information in vast amount of data. Work collaboratively with other BI team members, supporting the coding, modelling, and development of data solutions, which turn data into critical information that can be used to make sound business decisions.

| ***Duties and Responsibilities*** |
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| *What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)*  ***Please provide a bullet point list*** |

* To work collaboratively with technology services teams and report owners to then develop integrated data solutions into and out of our corporate business intelligence platform.
* To support the BI data engineer on investigating, understanding, and building of solutions for complex analytical data models and data architectures.
* To support the BI data engineer on the development and maintenance of the ETL data pipelines to power our analytical data warehouse, reports, and dashboards; and help to enhance data collection procedures to include data that is relevant for building analytic systems.
* To work closely with BI analysts on the design, development and/or adaptation of business enterprise reporting, key performance indicators and analytical datasets.
* To work closely with BI analysts and BI data engineer to identify, specify and document complex business reports to support informed decisions and key analytical deliveries
* To research, collaborate and analyse on the best use of reporting tools as well as advising on information requirements and best use of the data to accommodate business needs.
* To research and develop advanced data mining and machine learning techniques to help the profiling of members and understanding of their needs
* Help to improve processing, cleansing, and verifying the integrity of data used for analysis

| **Skill (level and breadth of application)** |
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| *What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?*  *How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people’s IT problems, collecting information on key research items or advising members on a particular issue.* |

* Education level in computer sciences or mathematics/engineer, data orientated with good level of numerical, analytical, statistical, and data manipulation skill
* Data gathering, research and analytical abilities to develop reports, which can then provide insightful conclusions and generate solutions to address user needs
* Create written internal communication materials that effectively summarise requirement gathering findings, support recommendations, specify development and design work and present developments and guidelines to the team and report owners.
* Experience with data visualisation tools and their ecosystems, such as Power BI and its Power Platform. Understanding of tabular and/or multidimensional semantics models and their coding.
* Experience with data management and development tools, such as SQL Management Studio, Visual Studio, DevOps
* Understanding of ITIL and or current IT development methodologies
* Proficiency in using scripting, programming, and query languages such as T-SQL, SQL and Python.
* Understanding of Microsoft technology and its data analytical ecosystems/platform/tools, such as data warehousing solutions, ETL processes, API and general data pipelines such as SSIS and data factory. Understanding of latest Azure data cloud service and mining ecosystems, such as synapse anlaytics, data lake and general Azure data solutions is desired.
* Proficiency on database and data modelling techniques and methodologies such as 3NF, star schema, information marts, data vault.

| **Intellectual demands (complexity and challenge)** |
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| *What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?*  *To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).* |

* An inquisitive approach: the curiosity to explore new questions, opportunities, data, and techniques; tenacity to improve methods and maximise insights; and relentless creativity in their approach to solutions.
* Consideration of problems in the context of organisation goals.
* An impartial, scientific, hypothesis-driven approach to work, rigorous data analysis methods, and integrity in presenting data and conclusions in a truthful and appropriate manner.
* A commitment to keeping up to date with current thinking and maintaining personal development. Including collaborating with the data and analytical communities.
* Development of automated data pipelines and reports to fulfil information requests and business needs. Working autonomously and/or with the support of BI data engineer and BI analysts.
* Demonstrable, documented development of the group’s applications, to meet ongoing business requirements, in line with internal standards and industry best-practice.

| **Judgement (independence and level and impact limitations)** |
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| *What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?*  *Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?* |

* Although the role will report to the Head of Business Intelligence, the role holder will work with a degree of autonomy to investigate, understand, and plan complex analytical datasets and reports, mathematical/statistical models, create and unlock data challenges and will be responsible for the internal maintenance and quality of its release; and supported by the BI data engineers and BI analysts.
* The role will present data outcomes and insights to higher levels, who will supervise and validate these.
* The role will build data models that can be used within processes and systems, which will be tested, and quality verified in subsequent development and user acceptance activities.
* Deployments or transports are imported to live environments successfully
* Any data development failures are quickly, fully, and effectively identified and tracked and followed through to root cause and solution.
* Communications effectively managed to minimise and control service disruption

| **Use of resources (supervision of resources and influence)** |
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| *What responsibility is there for managing people, equipment, budgets, resources, customer’s welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.*  *How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?* |

* Work with legally sensitive and commercially valuable confidential member information to identify, capture, integrate, consolidate, and analyse data; and develop integrated data solutions. This information is not to be disclosed but to be analysed. Access to this data will be within the BMA systems/platforms provided for the work.
* Plan own workload, in conjunction with the priorities set by Head of Business Intelligent
* Ability to manage the sensitive personal data and confidential information

| **Communication (level, internal and external demands and significance)** |
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| *What people are typically contacted (regardless of the medium)* ***inside*** *the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*  *Who is in regularly contact with the role holder* ***outside*** *of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*  *What is the purpose of these contacts, eg conveying information, gathering data?* |

* Regular contact with all BMA departments to advise on/discuss data, information requirements, and information insights

| **Physical demands & coordination (physical effort and mental strain)** |
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| *Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?* |

* Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.
* Extensive use of VDU’s will be required, together with frequent periods of high concentration whilst analysing/manipulating data and/or data processing/entry.

| **Working conditions and emotional demands)** |
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| *What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?* |

* The job is mainly conducted in a normal office environment where the post holder is not exposed to hazardous conditions and contains minimal personal risk.

| **Values and behaviours** |
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| The post-holder is expected to execute their role in line with our five organisational values.  The following examples illustrate how we are using our values to inform how we act:  We are **leaders** because:  – We strive to always improve  – We take responsibility for our actions  – We collaborate with each other and work as one BMA for the good of our members  – We are proactive and prepared to guide our members and each other  We are **experts** because:  – We understand our members  – We draw on our collective experience and knowledge to solve problems  – We use our insights and research to make decisions  – We provide accurate, credible, relevant and engaging information  – We recognise our strengths and act upon them  We are **committed** because:  – We listen to our members and put them at the heart of everything we do  – We are respectful, inclusive, open and honest with our members and each other  – We approach everything we do with confidence and sensitivity  We are **reliable** because:  – We deliver on what we say we will do  – We are accessible and approachable  – We build trust by being consistent and supportive  – We are positive and decisive whatever the situation  We are **challenging** because:  – We fight, ethically and fearlessly, for the interests of all our members  – We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession |

| **Sign-off** | |
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| Manager: | Date: |
| Role holder: | Date: |