


Profile Title:	Business Intelligence Technical Advisor	 BARNSLEY Metropolitan Borough Council				
Reports to:	Business Intelligence Technical Lead					
Employee Management:	Up to 3 employees	Grade:	9	Profile Ref:	117472	
Purpose of the Post						
To provide technical expertise on Business Intelligence (BI) and associated solutions and assist in providing BI services to the Council.						
Responsibilities						
<ul style="list-style-type: none">Develop, configure, manage, maintain and monitor the council's BI solutions in accordance with best practice, policies and proceduresAssist with the continual review and evaluation of the service provision to ensure it is fit for purpose, drives continuous improvement and is effectively using available resources; implement appropriate service improvements to ensure a fit for purpose, well managed BI estateAssist with the implementation of the Data Management frameworkCreate and maintain appropriate documentation, records and configuration items in line with best practice guidance for service managementEnsure that approved systems, processes and methodologies are followed to ensure effective monitoring, control and supportLiaise, negotiate and collaborate with internal and external stakeholders including senior managers, employees and stakeholdersGather information, analyse data, prepare and present detailed and complex reports to a variety of audiencesContribute towards the development and implementation of best practice standards for BI service provisionContribute to the development of policies, procedures and guidance within area of expertiseKeep abreast of local and national development to enhance the service accordingly and to satisfy internal and external demandsProvide expert advice and guidance to staff and managers within area of expertiseUtilise specialist software and systems to maintain accurate records and information in line with industry standard best practice for configuration management itemsKeep abreast of technology and legislative changes within the area of responsibility; proactively disseminate relevant information to team members and colleaguesAssist in preparing specifications for the procurement of business improvement and intelligence software and services.Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the council						
Education and Training					Measure	Rank
<ul style="list-style-type: none">A relevant level 6 qualification (or above) or equivalentITIL Foundation CertificateEvidence of continued professional developmentTechnical qualifications and accreditations within area of expertiseWillingness to undertake the Barnsley Leadership Programme					A/I	E
					A	D
					A	E
					A	D
					A/I	E

<ul style="list-style-type: none"> Project management qualification 	A	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Significant experience of delivering specialist technical BI services 	A/I	E
<ul style="list-style-type: none"> Experience of working within a project environment delivering technical solutions 	A/I	E
<ul style="list-style-type: none"> Experience of managing relationships with a variety of technical and non-technical stakeholders 	A/I	E
<ul style="list-style-type: none"> Experience of data analysis and the production of complex management information and reports 	A/I	E
<ul style="list-style-type: none"> Experience in contributing to the development of policies and procedures 	A/I	E
<ul style="list-style-type: none"> Experience of presenting information verbally at meetings, undertaking formal presentations and delivering staff briefing sessions 	A/I	E
<ul style="list-style-type: none"> Experience of developing and enhancing service provision within area of expertise 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of ICT systems relevant to BI services and applications. 	A/I	E
<ul style="list-style-type: none"> Knowledge of the pressures facing local government 	A/I	E
<ul style="list-style-type: none"> Knowledge of partnership working practices and principles 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders 	A/I	E
<ul style="list-style-type: none"> Excellent technical ICT and BI skills with the ability to rapidly move into emerging areas and develop new skills and expertise, and adapt to changing requirements 	A/I	E
<ul style="list-style-type: none"> Ability to organise and prioritise conflicting workloads and meet strict deadlines; good time management and organisational skills 	A/I	E
<ul style="list-style-type: none"> Ability to work under own initiative and under pressure, with minimal supervision 	A/I	E
<ul style="list-style-type: none"> Ability to work effectively within a project team; delivering high quality, timely services 	A/I	E
<ul style="list-style-type: none"> Possess a positive and enthusiastic customer focussed approach with the ability to manage conflict situations and effectively resolve complex issues 	A/I	E
<ul style="list-style-type: none"> Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information 	A/I	E
<ul style="list-style-type: none"> Ability to manage risks within the operational decision making process 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's vision, priorities, values and behaviours. 	A/I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E