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| **Profile Title:** | Business Intelligence Technical Advisor | bmbccolb |
| **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** |
| * Develop, configure, manage, maintain and monitor the council’s BI solutions in accordance with best practice, policies and procedures
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| * Assist 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 estate
 |
| * Assist with the implementation of the Data Management framework
 |
| * Create and maintain appropriate documentation, records and configuration items in line with best practice guidance for service management
 |
| * Ensure that approved systems, processes and methodologies are followed to ensure effective monitoring, control and support
 |
| * Liaise, negotiate and collaborate with internal and external stakeholders including senior managers, employees and stakeholders
 |
| * Gather information, analyse data, prepare and present detailed and complex reports to a variety of audiences
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| * Contribute towards the development and implementation of best practice standards for BI service provision
 |
| * Contribute to the development of policies, procedures and guidance within area of expertise
 |
| * Keep abreast of local and national development to enhance the service accordingly and to satisfy internal and external demands
 |
| * Provide expert advice and guidance to staff and managers within area of expertise
 |
| * Utilise specialist software and systems to maintain accurate records and information in line with industry standard best practice for configuration management items
 |
| * Keep abreast of technology and legislative changes within the area of responsibility; proactively disseminate relevant information to team members and colleagues
 |
| * Assist in preparing specifications for the procurement of business improvement and intelligence software and services.
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| * Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the council
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| **Education and Training** | **Measure** | **Rank** |
| * A relevant level 6 qualification (or above) or equivalent
 | A/I | E |
| * ITIL Foundation Certificate
 | A | D |
| * Evidence of continued professional development
 | A | E |
| * Technical qualifications and accreditations within area of expertise
 | A | D |
| * Willingness to undertake the Barnsley Leadership Programme
 | A/I | E |
| * Project management qualification
 | A | D |
| **Relevant Experience** | **Measure** | **Rank** |
| * Significant experience of delivering specialist technical BI services
 | A/I | E |
| * Experience of working within a project environment delivering technical solutions
 | A/I | E |
| * Experience of managing relationships with a variety of technical and non-technical stakeholders
 | A/I | E |
| * Experience of data analysis and the production of complex management information and reports
 | A/I | E |
| * Experience in contributing to the development of policies and procedures
 | A/I | E |
| * Experience of presenting information verbally at meetings, undertaking formal presentations and delivering staff briefing sessions
 | A/I | E |
| * Experience of developing and enhancing service provision within area of expertise
 | A/I | E |
| **General and Special Knowledge** | **Measure** | **Rank** |
| * Knowledge of ICT systems relevant to BI services and applications.
 | A/I | E |
| * Knowledge of the pressures facing local government
 | A/I | E |
| * Knowledge of partnership working practices and principles
 | A/I | E |
| **Skills and Abilities** | **Measure** | **Rank** |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders
 | A/I | E |
| * 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 |
| * Ability to organise and prioritise conflicting workloads and meet strict deadlines; good time management and organisational skills
 | A/I | E |
| * Ability to work under own initiative and under pressure, with minimal supervision
 | A/I | E |
| * Ability to work effectively within a project team; delivering high quality, timely services
 | A/I | E |
| * Possess a positive and enthusiastic customer focussed approach with the ability to manage conflict situations and effectively resolve complex issues
 | A/I | E |
| * Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information
 | A/I | E |
| * Ability to manage risks within the operational decision making process
 | A/I | E |
| **Additional Requirements** | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.
 | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post
 | A/I | E |
| * Work in accordance with the council's vision, priorities, values and behaviours.
 | A/I | E |
| * Able to undertake any travel in connection with the post.
 | A/I | E |