



**National Star**

Realising the aspirations  
of people with disabilities

## **PowerBI Developer**

Reports to: Project Delivery Manager

Directorate: Business Improvement

Line Manages: n/a

Liaises with: Policy and Management Information Directorate, Business Improvement Directorate, technology teams, project managers, senior management and other teams as required.

### **MAIN PURPOSE OF THE ROLE**

- Visualise data into information by creating and maintaining Microsoft PowerBI dashboards
- Produce management information dashboards for all organisational roles
- Provide ad-hoc analysis of organisational data for organisational reporting
- Data transformation (ETL) for analytical, reporting and business intelligence requirements
- Support other business units in analysing data, understanding trends and maximising value from management information

### **PRIMARY TASKS**

- Translate data into information by creating and maintaining PowerBI management dashboards
- Structure operational data into time series information
- Recommend uses or value of our existing data
- Liaising with stakeholders to understand their dashboards requirements
- Automate analysis/reporting to provide scheduled information to stakeholders
- Drive towards data deduplication principles
- Carry out other duties as required by the Business Improvement Directorate

### **Safeguarding**

The College takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

### **Equality & Diversity**

Through personal example and clear action, demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

### **Health & Safety**

Promote the college's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

### **Location**

Primary location at Ullenwood (head office) but including all National Star locations (with opportunity for home/hybrid working if desired).

**Working Hours**

The role is based on a core working week of Monday to Friday, 37 hours per week, with a requirement to adapt flexibly to workloads.

*This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1 year as a professional PowerBI developer creating and maintaining dashboards</li> <li>• Requirements gathering from stakeholders</li> <li>• Writing effective SQL against datasets</li> <li>• ETL (extract, transform, load) of data between services (inc data cleansing)</li> <li>• Maintain accurate information for reporting or other purposes</li> </ul>	<ul style="list-style-type: none"> <li>• MS SQL table relationships design</li> <li>• Microsoft SQL Server SSIS (import / export)</li> <li>• Experience of working with/for people with disabilities</li> <li>• Scripting / automation of data analysis / reporting</li> <li>• Advanced Excel skills to manipulate data into information</li> <li>• Good knowledge of SharePoint, Microsoft Word, PowerPoint, Teams and Outlook</li> <li>•</li> </ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE Grade 4 or above English and maths or equivalent</li> <li>• Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant sector qualifications to demonstrate understanding of business services, for example in education or care</li> <li>• Experience in programming (such as Python or R)</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Abilities to effectively collate from multiple sources, analyse, evaluate, and present data to enable effective decision making</li> <li>• Organisational and problem-solving skills which are applied to meet targets and deadlines</li> <li>• Ability to “visualise” the potential of data and transform into valued information</li> <li>• Translate non-technical users’ requirements to technical outputs/dashboards/reports</li> <li>• UX design skills</li> <li>• Attention to detail and accurate record keeping</li> <li>• Able to think creatively to put forward ideas and suggest improvements</li> <li>• Ability to work under pressure</li> <li>• Communicate effectively (written and oral) and good interpersonal skills</li> <li>• Able to establish and maintain good working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Safeguarding good practice for vulnerable people</li> <li>• Knowledge of Data Protection Act (including UK GDPR) in relation to holding and sharing information</li> <li>• Ability to upskill colleagues on the creation and use of management information dashboards</li> <li>• An understanding of the value, savings and efficiencies offered by business intelligence</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality</li> <li>• Professional approach to work and colleagues</li> <li>• Able to plan own workload proactively and keep to agreed timescales</li> <li>• Superb attention to detail and ability to maintain accurate records.</li> <li>• Self-motivated and enthusiastic</li> <li>• Commitment to equality and diversity</li> <li>• Team contributor</li> <li>• Flexible and adaptable, with a problem-solving approach</li> <li>• Punctual and reliable</li> <li>• Confident and friendly</li> </ul>	<ul style="list-style-type: none"> <li>• A growth mindset that helps foster strong and constructive relationships with colleagues when working as part of a geographically dispersed organisation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Support the ethos of the organisation and be fit to work with adults at risk and children</li> <li>• Have respect and understanding of the needs of clients, their families and other stakeholders and work effectively with them</li> <li>• To be passionate about the role of the college in changing lives and supporting young people to develop skills for adulthood</li> </ul>	