



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Senior Business Intelligence Officer – PowerBI Development

**Grade:** PO1

**Directorate:** Law & Governance

**Department:** Corporate Services

**Responsible to:** Business Intelligence Service Manager

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### **Purpose of the Job:**

To implement and deliver automated PowerBI dashboards across multiple council services in line with our development roadmap. Utilising Power BI and Microsoft 365 Power Platforms and other applications to improve the capture, storage and reporting of data to enable data-driven and informed service planning and delivery.

### **Main Responsibilities:**

#### **Architectural Design & Solution Development:**

1. Contribute to the architectural design and ongoing development of Power BI and other business intelligence solutions.
2. Collaborate with the Business Intelligence Service Manager and Technical Development Lead to support the development roadmap for implementing and adopting reporting solutions.
3. Develop and maintain a service-by-service Power BI solution design document library, including design standards.

#### **Business Engagement & Requirements Gathering:**

4. Liaise with service managers and key stakeholders across the Council to understand current and future data requirements and critical report developments.
5. Utilise communication skills and a 'can do' approach to provide expert advice on data improvements and effective BI solution design, ensuring that the Council's BI portfolio meets current and future business needs.

#### **Data Analysis & Reporting:**

6. Capture, process, analyse, and interpret large and complex datasets using data warehousing and statistical analysis techniques (including SQL and SSRS reporting).



## **RUTLAND COUNTY COUNCIL**

7. Present findings to a range of audiences and ensure that report writing processes are documented and adhered to by all relevant areas.

### **Systems Support & Quality Assurance:**

8. Provide support for systems that capture and manage information about service users (e.g. LiquidLogic, Capita), ensuring that data flow and quality processes are maintained and improved.
9. When required, assist in the coordination, quality assurance, and submission of statutory and non-statutory data returns, including responses to Freedom of Information requests and performance reporting.

### **Process Improvement & Innovation:**

10. Advise on the implementation of new and existing business intelligence applications to ensure that the Council's BI portfolio meets current and future business needs.
11. Identify opportunities for service improvements and efficiencies by reviewing, rationalising, and automating report development.
12. Collaborate with the BI Service Manager the Technical Development Lead to develop a council-wide reporting strategy that streamlines reporting tools and increases data access via corporate systems.
13. Assist with the interpretation of national performance indicator sets and statutory reporting requirements, contributing to the design of reports that highlight data inconsistencies and errors.

### **Data Management & Confidentiality:**

14. Manage data of a sensitive and confidential nature in accordance with the Data Protection Act and other relevant legislation, ensuring secure handling and transmission as required.
15. Monitor and promote high standards of data quality across the Council, advising managers on potential improvements and supporting their implementation.

### **Service Management Support:**

16. In the absence of the Business Intelligence Service Manager, support Business Intelligence Officers in the accurate and timely completion of statutory returns.

### **Other:**

17. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
18. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will



## **RUTLAND COUNTY COUNCIL**

safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

19. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



## RUTLAND COUNTY COUNCIL

### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
GCSE (or equivalent) qualifications in Maths and English	A+D
A Level or BTEC/NVQ Level 3 or 4 (or equivalent) in a related subject	A+D
Degree with analytical content or equivalent professional experience	A+D

Desirable	Method of Assessment *
Degree or postgraduate qualification with statistical content	A+D

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of developing end-to-end Power BI reporting and analytics solutions, including the associated technical architecture.	A+I+T
Able to manage and develop systems/processes that support business intelligence.	A+I
Experience and knowledge of data warehousing and ETL processes, including experience with SQL Server, SSRS, and/or other data integration tools.	A+I+T
A strong track record in building reports, databases and processes with simple refresh methods.	A+I
Successful track record of establishing and maintaining partnership working to deliver business intelligence solutions.	A+I
Experience of providing advice and guidance and training to enable effective use of business intelligence solutions.	A+I
Experience of producing written reports and delivering presentations to a range of audiences, making complex subjects easy to understand.	A+I
	A+I



## RUTLAND COUNTY COUNCIL

Knowledge of database structures and schemas and significant experience of managing and processing data.	A+I
Sound knowledge of data quality and governance processes.	A+I
Knowledge of fundamental principles of data visualisation.	

Desirable	Method of Assessment *

### **SKILLS**

Essential	Method of Assessment *
Strong problem-solving skills, with the ability to design and implement creative solutions to complex problems.	A+I+T
Excellent SQL, DAX, and Power Query skills.	A+I+T
Use of BI software/tools, e.g. Tableau, Power BI, Business Objects, SSRS	A+I+T
A keen eye for well-formatted dashboards which utilise the correct type of visualisation for the data reported and its audience.	A
Excellent communication and collaboration skills, with the ability to work effectively with stakeholders at all levels. Including the ability to explain technical concepts in plain English to non-technical stakeholders.	A+I+T
Advanced numeracy/ statistical skills.	A+T
Attention to detail with an ability to analyse complex information and add meaningful interpretation.	I+T
Highly proficient in MS Office, especially Excel.	A
Able to work on own initiative and be a self-starter, prioritising work with minimum supervision and work under pressure.	A + I
Effective time management and prioritisation of tasks to meet deadlines.	A + I



## RUTLAND COUNTY COUNCIL

### EQUALITY AND DIVERSITY

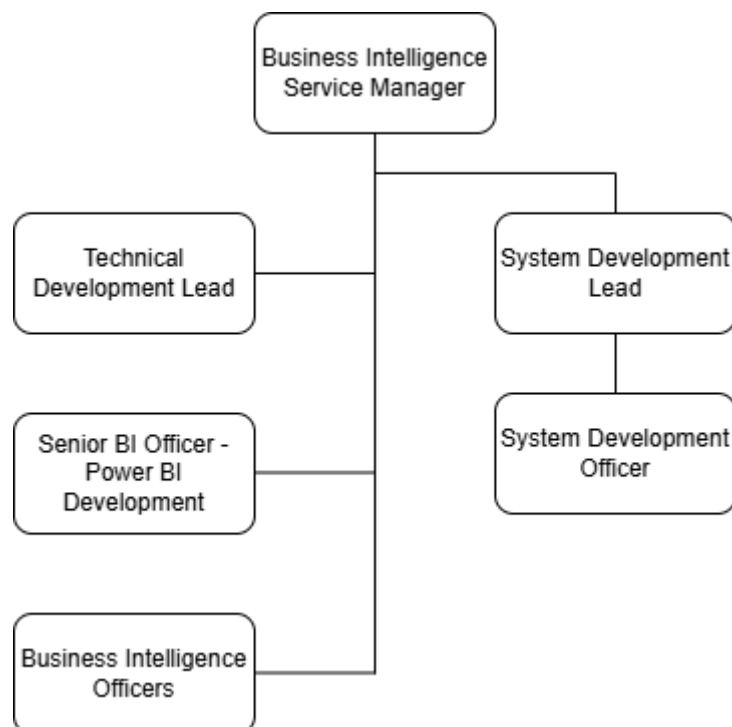
Essential	Method of Assessment *
Able to recognise discrimination and be willing to put the council's policy into practice.	A

### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A + I
Willingness and ability to visit other sites as and when required.	A + !

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### STRUCTURE





## RUTLAND COUNTY COUNCIL

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE – YES/NO	PREPARED BY (Name & Position Title)
06.02.25	New Role	Arron Gourlay, Business Intelligence Service Manager