**JOB DESCRIPTION**

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| **Job title** | BI Analyst / Developer | |
| **Sector/Function** | IMT | |
| **Department** | Insight and Development | |
| **Reports to** | Head Of Applications | |
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| **Job purpose** | * To facilitate and be involved in the definition and generation of Actionable Intelligence based on sound analytics and statistical approaches. * To design and develop the necessary data structures and components to support Actionable Intelligence generation * To validate or generate business requirements and specifications and identify what data is needed to fulfil the requirement. * To interpret new and existing business requirements in order to   + Assess requirement feasibility   + Determine what data is needed to fulfil the requirement and if said data is available   + Assess DPIA and GDPR implications of processing said data * To interpret / interrogate data models and data dictionaries of data supply systems in order to identify where data should be sourced from to meet the business requirement and how (Direct Database Connection, Intermediary File export and API) * To build database components (Currently SQL Server 2019 clustered) as and when necessary, in order to facilitate data provisioning maximising code reuse. * To investigate other technologies which will assist the organisation in generating Actionable Intelligence and progressing through Information Strategy such as   + Graph Database or Graph Analytics layer   + Other NoSQL Platforms   + Natural Language Processing engines   + Statistical Computing libraries (R)   + Machine Learning libraries (proprietary and open source) * Correctly partition solution functionality to optimise performance * Develop an understanding of existing ETL process with a view to migrate to V2019 SSIS * Design and build appropriate Data Visualisations and when appropriate dashboards with current corporate tooling (Tableau V2022.x and to a currently lesser extent Oracle BI Publisher or Oracle Analytics Cloud) * To facilitate the delivery of the Turning Point Information Strategy * Liaison with HR department and development of an understanding of HR data domain (knowledge of Midlands HR’s iTrent solution would be useful) and HR processes * Liaison with Finance department and development of an understanding of Finance data domain (knowledge of Sun systems Finance would be useful) and Financial processes * Liaison with Clinical Operations department and development of an understanding of Clinical data domain and Clinical processes | |
| **Key accountabilities** | **Database/Data MART/Data Analysis/BI Development**   * Drive the approach to analysis of existing data sources in order to present an enterprise level view which encapsulates all data sources * To provide effective Database design, development and support for data MART’s by creating stored procedures, triggers, views, cubes, CTE’s and other database objects required as necessary to appropriately leverage available platform functionality to support business need. * Development and maintenance of appropriate data acquisition (ETL) solutions to handle   + Extraction of data from SQL server database   + Extraction of data from Oracle database (cloud based)   + Extraction of data from Microsoft Active Directory and 365 platform   + Extraction of data from MySQL databases   + Extraction of data from Postgress database   + Extraction of data from file based respoitories * Providing Optimisation and tuning of data Marts. * Maintain documentation of the emerging data model * Management / Enhancement of Role Based Access Control (RBAC) capabilities for both   + Object level access   + Row level access * Ensure all generated products comply with corporate design and build standards * Help generate appropriate test scripts for QA team who may not always understand the underlying complexity of the data being presented.   **Request Management**   * Fulfil Service Requests as they relate to data mart components. * Fulfil Service Requests as they relate to Visualisation creation / modifications   **Problem Management**   * Contribute to managing the lifecycle of all problems thus preventing problems and incidents happening in the future. * Adhere to ITL v3 processes (certification will be required and training provided if necessary)   **Business Analysis including Requirement Gathering**   * Feasibility assessment of requests presented as Insight specifications * Ability to sensitively challenge requests during feasibility phase * Ability to propose alternative approaches to requests such that they align with corporate strategy * Develop an understanding of all Turning Point data sources * Suggest mechanisms and source for data enrichment and when and how such data can and should be used. * Develop and enhance strategies to leverage Machine Learning, Intelligent Analytics and Artificial Intelligence strategies.   **Quality Assurance**   * Monitoring performance to ensure all outputs meet expectations and agreed performance criteria.   **Best practice**  To implement industrial best practice in data administration by:   * Keeping up to date and applying best practice in database and web support. * Assist in ensuring that Turning Point Insight database and web systems comply with industrial quality standards organisation-wide. * Assist in identifying new standards to further streamline organisational processes. * Ensure Data lifecycle management and data stewardship is adhered to in line with Information Strategy and data retention policies   **Communication/ Relationship building**   * To build effective relationships with key stakeholders at all levels within Turning Point by working with said stakeholders and maintaining personal contact with diverse teams. * Act as technical liaison between Insight development team and other central functions from C level down to operational levels in the development / delivery of Actionable Intelligence to include   + Finance Department   + Human Resources Department   + Risk and Assurance   + Clinical Operations   + IMT   **Mitigation of Risks**  To mitigate against the risk of technical failure by:   * Adhering to agreed standards, policies and procedures. * Undertaking appropriate risk assessments – compliance with existing DPIA policy and be able to suggest enhancements as and when necessary. * Ensure data repositories are compliant with organisational GDPR requirements. * Acting upon agreed contingency plans. | |
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| **Dimensions** | Direct reports | N/A – Matrix configuration |
| Total staff overseen | N/A – Matrix configuration |
| Internal contacts | Insight and Development team  IMT Team  Central Support Team |
| External contacts | N/A |
| Planning outlook | Awareness of annual departmental business plan.  Weekly/monthly planning of staff deployment and projects. |
| Problems solved | * Assist the line manager in coordinate the activities of the team Lead in sharing best practices and promoting quality practices within the team. * Policy implementation and monitoring in accordance with guidelines clarified in discussion with line manager * Assist in ensuring a collaborative culture is developed within the team to enable smooth achievement of teams objective and business at large |
| Financial authority | N/A |