

NHS PROPERTY SERVICES LTD

Job Description

Job title:	BI & Reporting Specialist
Level:	4
Type of role:	Permanent
Base:	London
Travel requirements:	If/When required (across England)
Responsible to:	BI & Analytics Lead
Directorate:	Technology Services

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Main purpose / scope of the role

The BI & Analytics team exists to build best practice in data management, reporting, and analytics to ensure NHS PS staff have access to trusted data and insights to make better decisions faster and with greater confidence.

The BI and Reporting Specialist role works with internal clients to determine business requirements, priorities, define key performance indicators (KPI), and develop BI solutions which deliver on those requirements. These solutions will involve identifying the most suitable data sources, applying any required data transformations, and then providing access through the design of intuitive reports and dashboards. In addition, this role will also often identify, recommend and undertake in-depth explorative data analyses to identify interesting trends and actionable insights which can help the business making data driven decisions and driving operational performance.

To be successful, this role will require good data technical skills with proficiency in writing SQL, T-SQL, and Dax scripts. It is also essential that the BI and Reporting Specialist can collaborate with business and technical partners and stakeholders and understands how data can deliver business value and impact. Therefore, this role will need to build an understanding of the business at a number of levels of detail that enables them to translate critical business issues into insight and analytics requirements and deliverables.

A large part of this role is delivering insights to the senior stakeholders and supporting them in selecting the optimal route to improve performance and deliver our corporate strategy.

Key Responsibilities

MI/KPI Report design and development

- Develop and deliver data visualisation and data analysis solutions which meet business requirements, and are aligned to functional and corporate priorities.
- Ensure all work is delivered in line with the agreed TS demand management and project management standards and processes.
- Articulate and document solution options which meet both functional and non-functional requirements
- Document all report solutions to the agreed standard and ensure they are compliant with GDPR legislation.
- As required provide business relevant business, data and analytics knowledge in support of new data projects and changes as they are delivered by the wider technology organisation

Data analysis and insights

- Provide actionable commercial insights (increased profit/decreased cost/reduced Value at Risk) around key business concerns or opportunities.
- Identify, analyse, and interpret trends or patterns in data sets.
- Translate business issues in hypotheses, identify the most appropriate modelling techniques, set up experiments to test hypotheses empirically, and translate findings in actionable insights.
- Apply 'storytelling' techniques and approaches to tailor and communicate operational and strategic insights to stakeholders
- Support data quality improvement initiatives by identifying anomalies in source data and including DQIs in relevant dashboards and reports, and report these to the Data Governance team.
- Keep abreast of and apply new analytics capabilities and approaches, particularly NHS PS strategic tools such as PowerBI capabilities, cutting-edge technologies, and best practices in analytics.

Adoption and end-user support

- Train users, including executives, to use the BI tools and get maximum value from them
- Support the management of the BI Helpdesk by pro-actively managing incoming requests, assigning work, and responding to internal client requests within the agreed SLAs.
- Support the rollout of BI to the business, ensuring this is embedded in the wider technology strategy and the measurement of the ROI of analytic developments is possible.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A degree in a business or IT related subject area such as Business Management, Economics, Information Management, Computer Science or similar or professional certification within data & analytics domain 	<ul style="list-style-type: none"> Degree in maths or statistics Microsoft SQL certification
Knowledge	<ul style="list-style-type: none"> Expert knowledge of Excel Power Query/Pivot, and Power BI Applications Excellent understanding of data modelling and database principles Good knowledge of complex TSQL, SQL, and DAX 	<ul style="list-style-type: none"> Property data domain knowledge Finance data domain knowledge Facilities Management data domain knowledge ETL processes
Experience	<ul style="list-style-type: none"> Proven experience within business intelligence and/or a reporting role delivering analyses to senior stakeholders. Experience working with Power BI Proven experience of using SQL, DAX, T-SQL Power Query and Power Pivot 	<ul style="list-style-type: none"> Experience of using Microsoft SSAS Experience using Dev Ops Experience in undertaking end-to-end ETL processes
Skills	<ul style="list-style-type: none"> Highly self-organised Excellent time management Excellent communication skills on all levels Analytical, creative, and innovative approach to solving problems Strong written and verbal communication. Ability to communicate technical concepts to business users 	

	<ul style="list-style-type: none"> • Data preparation (sourcing, acquisition, integration) • Ability to present information with impact and to non-technical audiences • Design and development of best practice reporting 	
Personal qualities/abilities	<ul style="list-style-type: none"> • Entrepreneurial spirit • Positive, people-oriented, and energetic attitude • Customer focused • Self-controlled, with appropriate level of assertiveness, reliability, and openness 	