

As one of the leading Colleges in the country, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Business Intelligence Developer?**

Job Title	Business Intelligence Developer
Ref No.	NC25260038A
Department	Management Information Systems (MIS)
Reporting to	Senior Business and Integrations Developer
Location	Northampton, Booth Lane Campus
Salary	In the range of £31,944 - £35,307 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

Working alongside the College's Senior Systems and Report Developer, the postholder is responsible for the day-to-day maintenance, enhancement, and operational support of the College's reporting and Business Intelligence (BI) solutions. The postholder will act as a main point of contact for reporting-related queries and issues. Ensuring that existing reports, dashboards, and data outputs remain accurate, reliable, and aligned with business, funding, and regulatory requirements.

The role is primarily responsible for the maintenance and improvement of existing reporting solutions; however, the postholder will also contribute to the development of new reports and dashboards under the guidance of the Senior Systems and Report Developer.

Main Duties and Responsibilities

1. To provide first- and second-line support for reporting and Business Intelligence (BI) solutions, responding to queries, diagnosing issues, and resolving problems in a timely manner.
2. To act as a main point of contact for routine and ad-hoc reporting requests from curriculum and cross-College teams. To gather requirements and deliver clear, trusted, and accessible reporting outputs for non-technical users to support operational decision-making.
3. To maintain, enhance, and support existing reports, dashboards, and datasets. Including scheduled reporting process to ensure accuracy, performance, and sustainability, and consistency of core datasets.
4. To troubleshoot issues relating to data quality, report logic, and automated processes, escalating more complex matters where appropriate.
5. To support internal and external reporting requirements, including student data, funding returns, and key performance indicators. Operating with an awareness of audit readiness, funding assurance, and regulatory scrutiny.
6. To regularly review existing reports and dashboards to ensure continued alignment with business needs, funding methodologies, and regulatory requirements.
7. To assist with the development of new reports and dashboards under the guidance of the Senior Systems and Report Developer, including testing and implementation.
8. To support data validation, reconciliation, and quality assurance activities to maintain confidence in published information, to identify and escalate data discrepancies or risks where appropriate.
9. To provide guidance and support to users of reports and dashboards, clearly explain data and outputs to users with varying levels of technical understanding.
10. To maintain clear and up-to-date documentation for reports, datasets, and reporting processes To ensure appropriate handover and shared understanding to support resilience and cover within a small BI team.
11. To maintain an understanding of, and compliance to, the College's data collections and protection policies and the General Data Protection Regulations (GDPR).

12. To liaise with MIS colleagues and external software suppliers as required to resolve reporting-related issues.

13. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above (or equivalent), or willingness to obtain 	
Knowledge	<ul style="list-style-type: none"> Working knowledge of Structured Query Language (SQL) techniques Understanding of relational databases and reporting principles Knowledge of reporting or Business Intelligence tools (e.g. SQL Server Reporting Services (SSRS), dashboards). Understanding of data protection and information security principles Awareness of MIS or business systems used within an education or similar environment. Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	<ul style="list-style-type: none"> Knowledge of MIS or business systems used in Further Education Knowledge of One Advanced Pro Suite of software Working knowledge of Customer Relationship Management solutions Awareness of funding-driven reporting requirements and the importance of audit-ready data within a Further Education environment Understanding of how reporting and Business Intelligence supports operational decision-making across curriculum, quality, finance, and student services
Skills	<ul style="list-style-type: none"> Ability to interpret, query, and present data accurately and clearly Strong attention to detail and commitment to data quality. Ability to explain data definitions, assumptions, and limitations clearly to non-technical stakeholders Ability to communicate effectively with technical and non-technical users Ability to manage and prioritise multiple requests within agreed timescales Ability to work flexibly and collaboratively within a small, interdependent technical team Professional and responsive approach to customer support Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience producing, maintaining, or supporting reports or dashboards Experience troubleshooting reporting or data-related issues. Experience working with structured datasets or relational databases Experience of working to deadlines and project plans in a structured environment 	<ul style="list-style-type: none"> Experience using One Advanced Pro suite of software Experience working with MIS or student information systems in a Further Education environment Experience working with education datasets where accuracy, compliance, and audit requirements are critical

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

