



JOB DESCRIPTION

Business Intelligence Analyst



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Business Intelligence Analyst
Department	MIS
Pay Spine	PO2
Post Reports To	Head of Systems and BI

KEY RESPONSIBILITIES

- Provide high value management reports to inform operational and strategic decision making.
- Develop, implement, maintain and support the integration of College management information systems.
- Managing the maintenance, updating and integration of the Student Records System to other systems using SQL.
- Develop, maintain reports to monitor systems, processes and procedures that ensure the accuracy of MI data and quality of information.
- Devise, develop and implement self-service and automated processes to deliver accurate and timely information to internal stakeholders, including data dashboards and data validations using a variety of reporting techniques including T-SQL, SSRS, SSIS, BI Tools including Power BI.
- Provide first line support for any user of student data systems.

MAIN RESPONSIBILITIES

- Support the use of information in the management of the College to support Senior Leaders and heads to drive improvements in performance and quality.
- Regularly review dashboards, reporting systems and toolsets to ensure that they meet the evolving needs of the College.
- Provide reports that enable the tracking of learners and their progress e.g. attendance and reporting out of proprietary systems.
- Provide information and reports to support the College's quality cycle.
- With the Head of Learner Services, support in optimising the use of student data systems to improve the efficiency, quality and effectiveness of student administration.

- Develop online data reports and dashboards from College systems using a variety of reporting techniques including T-SQL, SSRS, SSIS, BI Tools including Power BI.
- Develop, implement and maintain online information systems to meet the changing needs of the College.
- Support curriculum and cross-College teams with ad-hoc requests for data and information, providing the output in a consistent, accessible format.
- Contribute to the preparation of information to meet the requirements of the College's Corporation, external agencies, internal and external audits, managers and staff.
- Provide first line support for any user of student data systems, ensuring all problems are resolved in a timely fashion.
- Produce and maintain documentation of all online systems.
- With IT and the Head of Funding and Data, ensure that any MI / reporting solutions comply with GDPR and access permissions are secured using current best practice.
- Promote awareness of the BI & Systems team within the College and the services it provides.

OTHER RESPONSIBILITIES

- Provide training to curriculum and Senior Managers in the use of cross-College student data systems, as required.
- Train, support and develop other staff within the college
- Support the day to day activities of the Head of Systems and BI
- Allocate responsibilities as required to reflect the changing needs of the College

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. Operate at all times in line with the College's values and behaviors.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Good all-round level of education to include Maths and English to GCSE (level 2).	E
	Relevant first degree or equivalent experience.	E
	Evidence of continuous professional development.	E
Previous Experience / Job Knowledge	Up to date knowledge of Microsoft Office and Microsoft Outlook.	E
	Knowledge and experience of analysing data and producing complex reports using a variety of reporting techniques including T-SQL, SSRS, SSIS, BI Tools including Power BI.	E
	Clear and comprehensive knowledge of SQL databases and SQL programming.	E
	An understanding and ability to interpret the reporting requirements of reporting requests that are made.	E
	Knowledge and experience of report writing from MS SQL Server.	E
	Knowledge and experience of data modelling, database design, performance tuning and data warehouse	D
	Knowledge and experience of designing and developing data visualisation applications using Power BI	D
Skills, Competencies and Aptitudes	Advanced IT skills (T-SQL, SQL Server BI Stack, MS Office suite & proprietary software).	E
	Proven analytical skills, highly numerate & ability to use lateral and systematic thinking in the pursuit of well-defined goals.	E
	In-depth knowledge of T-SQL and Data Warehousing, exports and views.	E
	Experience of developing reporting dashboards using BI Tools including Power BI and other proprietary software.	D
	Desirable Web Development Skills (e.g. ASP.Net C#/VB, Java, PHP, HTML).	D
Other factors / additional requirements	A flexible approach to work and the ability to meet strict deadlines through self-management and delegation.	E
	Demonstrate a commitment to developing knowledge and skills through participating in development and training opportunities.	E

	Commitment to the highest possible levels of health and safety for students, staff and others.	E
	Be highly motivated and flexible to change, demonstrating strong teamwork skills and a 'can do' attitude.	E
	Possess a highly developed customer service ethos and be experienced in dealing with internal and external customers.	E
	A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies.	E
	Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment.	E