

JOB DESCRIPTION

Job Title	Business Intelligence SQL Report Writer
Department / Team	Business Support /Business Information
Responsible to	Business Information Manager
Responsible for	N/A

Job Summary:

The Report Writer will be responsible for designing, developing, testing, and maintaining reports using primarily Microsoft SQL Server Reporting Services. Working collaboratively across the business to define and develop custom reports and dashboards that deliver real-time information to support the business needs for data presentation and visualization.

Working closely with the Business Information Manager, the Report Writer will be the main contact responding to requests for data from external and internal stakeholders. The post will play a pivotal role in enhancing the business intelligence systems to help Hightown make better decisions and create solutions that turn data into knowledge.

As well as technical skills the post requires strong non-technical skills including, problem-solving, work prioritisation, communication, self-direction, and time management.

Key Responsibilities:

- Designing, developing and maintaining business intelligence (BI) solutions
- Develop and execute database queries and conduct analyses
- Presenting information through reports and visualization
- Translate business needs to technical specifications
- Maintain and support and data analytics
- Build and deploy BI solutions using a variety of reporting tools
- Maintain and improve existing BI systems
- Collaborate with Software Development team to integrate systems
- Develop and update technical documentation

- Co-ordinate responses to requests for data from internal and external stakeholders

Other Duties

To contribute to and adhere to the Association's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Equality and Diversity, Data Protection and Customer Care.

To maintain the appropriate level of skills necessary to do the job.

Any other duties identified by the Director of Corporate Services or Head of Business Support that are commensurate with the post.

Person Specification

ATTRIBUTES	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in a relevant field • A level maths or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Advanced excel skills • Established T-SQL querying skills • SSRS and Visual Studio to write reports • Knowledge and experience in relational database concepts, design, constraints, stored procedures, functions and optimization
APTITUDES AND SKILLS	<ul style="list-style-type: none"> • Ability to work independently, organise work efficiently, and to prioritise workload demands. • Highly accurate and thorough • Analyse facts and devise solutions to system problems • Excellent Interpersonal and organisational skills • Articulates clearly and concisely both in verbal and written modes
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Able to work on own initiative and as a member of the team • Professional and consistent approach to work and maintenance of standards • Able to perform under pressure • Energetic with a can-do attitude. • Ability to disseminate information and demonstrate effective interpersonal skills • Customer focused
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Understand and demonstrate a willingness to promote positively Hightown's Equality and Diversity Policy • Fully conversant with rules and requirements of Data Protection.