

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	BI Developer & Report Writer
Grade	PS7	Reports to (role title)	Business Finance & IT Manager
		Directorate/School	Childrens, Families & Lifelong Learning
JE Band	228-268	Service / Department	Surrey Adult Learning
		Date Role Profile was created	Apr-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide high quality, accurate, timely and accessible management information and reporting to support strategic and operational planning and decision making. Responsibilities to include, but not limited to:</p> <ul style="list-style-type: none"> • Support the Business Finance and IT Manager to ensure the best use of Government Funding and satisfy contractual reporting obligations. • Design, develop and support new and existing reporting and Business Intelligence solutions, providing accurate and timely information and analysis to meet the changing needs of the business. • Provision of monthly performance pack to the Principal and Senior Management Team. • Production of routine and ad hoc data reports for the Operations and Curriculum & Learning Teams to enable effective monitoring of performance across a range of KPIs, including achievement and participation. • Provision of information and analysis regarding changing learner demands to support marketing activities. • Lead on the implementation of Business Intelligence tools including data warehousing and dashboards. • Create and maintain documentation and training materials to support self-service and end-user BI in order to maximise the use of data to inform decision making across the service. • Maintain an up-to-date knowledge of funding methodologies and key FE-related KPIs to integrate into service BI and reports. • Support monitoring of service funding position by creating forecasts against targets, investigating any issues raised that affect funding or data accuracy, and recommending action where appropriate. • Work with the staff in SAL and across the wider council to develop links between data systems to improve integration and the effective use of data. • To share SAL's commitment to the safeguarding and welfare of all learners by actively following SAL's safeguarding policy and procedures including your responsibilities to report all concerns and disclosures.
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Work Context	<p>Surrey Adult Learning has seven dedicated centres in Surrey. It delivers 800 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community. Delivery takes place in centres, external venues and on-line.</p> <p>There are three main teams that make up Surrey Adult Learning:</p> <p>Curriculum & Learning who are responsible for curriculum planning and delivery, quality improvement, marketing and the provision of an extensive course offer and the management of tutors and supported learning assistants employed in the service.</p> <p>Operations who are responsible for customer facing functions including the operation of the adult learning centres, admissions and enrolments, and all associated administrative processes.</p> <p>Business Finance & IT who look after the finances of the service, management of information systems, and the provision of technology associated with learning and the examinations office.</p>
Line management responsibility if applicable	No line management responsibility
Budget responsibility if applicable	No budget responsibility
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. <p>Respond effectively to changing demands, adjusting priorities as needed.</p> <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none"> • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. • Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. <p>Resources</p> <ul style="list-style-type: none"> • May assist in the management of a small budget or recovery of income. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate data, prepare reports/statistics to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>The post holder will be able to demonstrate:</p> <ul style="list-style-type: none"> • Prior experience working with the SQL Server technology stack for the interpretation and analysis of large and highly complex data sets. • In-depth knowledge and experience using SSRS, SSDT and MS Report Builder for data manipulation from various data sources and structures. Knowledge of Power BI desirable. • Prior experience of data management in the education sector desirable, ideally with the Tribal ebs learner management system. • Familiarity with FE/ESFA funding methodologies, Ofsted performance indicators and Qualification Achievement Rates (QAR) desirable. • Proven analytical skills including presenting data to non-technical staff. • Excellent written and verbal communication skills with the ability to analyse large, highly complex data and to communicate trends and key observations therein using clear, simple terms to a variety of audiences. • Knowledge and experience working with ODBC, XML, HTML, REST APIs and web-based data dashboard technologies. • Awareness of the principles of information governance; data security and the GDPR. • Ability to present and disseminate information via queries, reports and/or dashboards as appropriate to the nature of the source data and the requirements of the user. <p>DBS clearance is not required.</p>

Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>
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