Job Description

Position: Report Writer

School/Service: Student Data Management

Reference: SDM-070/P

Grade: Grade 5

Status: Permanent

Hours: Full-Time (36.25 hours)

Reporting to: Associate Director of Corporate Intelligence and Data Integrity

Main Function of the Position:

Working closely with the Associate Director of Corporate Intelligence and Data Integrity the role holder will support the development and usage of Dashboards and Reports developed using Microsoft Power BI and SQL Server Reporting Services (SSRS) across the university.

Principal Duties and Responsibilities:

1. Support the Associate Director of Corporate Intelligence and Data Integrity with the ongoing development and marketing of Power BI dashboards and SQL Server Reporting Services (SSRS) reports across the University

2. Keep abreast of University statutory responsibilities (including, but not limited to OfS, HESA, HESES and UNISTATS returns

3. Develop and enhance dashboards and reports to assist and improve statutory returns

4. Design and develop new dashboards and reports in consultation with the Associate Director of Corporate Intelligence and Data Integrity or other relevant appropriate stakeholders, ensuring that reports are relevant to meet needs

5. Critically develop and apply methods and approaches for the enhancement of the service and best practice.

6. Identify and apply improvements as appropriate to Management Information data and processes, using SSRS reports and dashboards to assist where necessary

7. Develop and maintain relationships with key stakeholders both internally and externally, up to and including senior management level as required.

8. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with corporate and statutory requirements.

9. Provide ad-hoc 1:1 or group training/briefings and user documentation as required.

10. Attend and contribute at internal and external meetings/training sessions/overviews where appropriate, actively promoting the use of SSRS reports and dashboards

11. Carry out personal and professional development relevant to the role

12. To work towards and maintain customer service excellence in all aspects of the role.

13. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.

14. To be flexible and adaptable, where required to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion.

15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory corporate requirements.

16. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

17. Awareness of environmental sustainability and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.

Note:
This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position:	Report Writer		Reference:	SDM-069/P

School/Service:	Student Data Management	**Priority**	
Criteria		**(1/2)**	**Method of Assessment**
1	**Qualifications**		
1 a)	Honours degree in relevant subject area or equivalent level experience	1	Application Form/ Documentation
1 b)	Certified Microsoft Report Builder 3.0, SSRS, Power BI or equivalent experience	2	Application Form/ Documentation
2	**Skills / Knowledge**		
2 a)	Able to work with, manipulate, analyse and report on large data sets using standard reporting tools, particularly Microsoft Report Builder 3.0 or Power BI	1	Application Form/Interview Assessment
2 b)	Proficient in the use of programming language to query large datasets, particularly SQL	1	Application Form/Interview Assessment
2 c)	Able to problem solve and provide advice as appropriate on the limitations of standard reporting tools and provide solutions/alternatives where necessary	1	Application Form/Interview
2 d)	Able to analyse user requirements, determine priorities and manage deadlines	1	Application Form/Interview Assessment
2 e)	Good communication skills and able to create and maintain good working relationships at all levels	1	Application Form/Interview
2 f)	Good team play, able to work co-operatively and sensitively with colleagues and develop effective internal and external networks.	1	Application Form/Interview
3	**Experience**		
3 a)	Experience of working successfully within a team environment	1	Application Form/Interview
3 b)	Experienced in the use of Information Technology including Microsoft Report Builder 3.0, Power BI and Excel	1	Application Form/Interview
3 c)	Experience of managing a number of different pieces of work at once, prioritising work where necessary and keeping stakeholders informed	1	Application Form/Interview
3 d)	Credible experience of using, manipulating and/or building large datasets to generate analytical reports	1	Application Form/Interview
3 e)	Experience of using a student record system e.g. SITS, and/or creating reports from this system	2	Application Form/Interview
3 f)	Experience of working within the HE sector	2	Application Form/Interview
4	**Personal Qualities**		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Highly organised and able to prioritise and manage own work to achieve deadlines set by others	1	Interview
4 d)	Keep up to date with changes in the HE Sector, including changes in the statutory responsibilities for HE providers	1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview

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School/Service:	Student Data Management		**Priority**	
Criteria			**(1/2)**	**Method of Assessment**
5 b)	Adherence and commitment to the principles of the Data Protection Act, Health and Safety, Prevent, Freedom of Information Act and Bribery Act		1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity		1	Interview
5 d)	Available to work flexibly and remotely as required and travel as appropriate in order to meet the needs of the service		1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.