



British Heart  
Foundation

# Job specification

## Job description

Job title	Reporting Analyst (Data & Analytics)		
Directorate	Information Technology (IT)		
Team	Data & Analytics		
Reporting to	Data & Analytics Manager	No. of direct reports	0
Location	Greater London House, London, NW1 7AW		
Budgetary responsibility	None		
Job level (HR use only)	5	Date	June 2019

### Summary of role

Your job will be to create, implement, support and maintain new and existing reporting and data solutions. As an integral part of the BHF's Data & Analytics team, you'll also be helping to deliver the Foundations long-term data and analytics strategy.

This role will require an understanding and awareness of the various applications and technologies needed to create and maintain regular analytics and reporting within the BHF environment.

The successful candidate will be responsible for ensuring that reporting schedules and associated documentation are created and maintained to a high standard.

### Key responsibilities

- Maintain and develop reports and analytics within the BHF to develop solutions to address user needs and aid insight.
- Create and maintain SSIS packages to aid process automation
- Liaise with customers to determine their reporting requirements.
- Document the business reporting changes, including design, testing specifications and user guides.
- Write test scripts and carry out unit testing.
- Monitor and prioritize the incoming work queue.
- Staying up to date with new technologies and incorporating new trends.
- Proactively monitor the integrity of data being used for reporting.

- Take responsibility for updating and maintaining their personal skill set by keeping abreast of the latest software tools, components and techniques using internal and external resources.

#### Additional Duties

- Assist in the support and development of BI environments (SSIS, SSRS and SSAS).
- Participate in inter-departmental projects as directed. This may include travel to other BHF sites as required within this role.
- Assist in other project related activities (IT Department led) as directed.
- Mapping future reporting requirements and solutions in line with the BHF's strategies.

## Person specification

### Knowledge, training & qualifications

- MS SQL Professional qualification or proven relevant workplace experience with MS SSIS
- An experienced SQL Reporting Developer with significant experience or equivalent Microsoft Certification

### Experience

- Microsoft T-SQL
- Microsoft SQL Server Information Services (SSIS)
- Microsoft SQL Server Report Services (SSRS)
- An exposure to and understanding of Business Intelligence and its related concepts (Application agnostic)
- Tableau Software
  - Desktop
  - Prep
  - Server
  - Reader
- A solid understanding of Relational Data Modelling
- Understanding of data integration issues (validation and cleansing), familiarity with complex data and structures
- Demonstrable commercial experience

#### Familiar with:

- Extraction, Transformation and Loading of data (ETL) (Microsoft SSIS)
- Analytics / OLAP Cube Development (Microsoft SSAS and MDX)

#### Desirable:

- Microsoft Dynamics AX2012 R3/AX7 (Dynamics365)
- Microsoft Power BI

## Skills & attributes

- Ability to work from own initiative, handle competing demands and meet deadlines.
- Able to design and implement reporting solutions whilst adhering to best practices, following guidelines and incorporating repeatable processes
- An individual able to clearly interpret and act on instructions as required
- Excellent written and verbal communication skills.
- Able to grasp complex business requirements and translate them accordingly.
- Able to take ownership of assigned tasks with limited supervision.
- An excellent team player, with the ability to use a collaborative approach to work with internal and external business colleagues.
- Continuously seek to improve services to meet customer needs.
- Excellent customer and end-user liaison skills.
- Flexibility to work in an ad-hoc project environment using a combination of the technologies listed above.
- Independent, self-starter with strong desire to learn and sustain continuous improvements.
- Passionate about learning and making advancements in technology.
- Perform activities in a productive, timely and effective manner.
- Planning and prioritising own workload and working on own initiative.
- Promote the effective use of data technologies.
- Systematic approach with an excellent attention to detail.
- An ability to manage and nurture stakeholder relationships
- An understanding of the Foundations key goals and the ability to show a genuine commitment to our cause and values.

## Our Values



### Brave

We speak out  
We're decisive  
We're innovative



### Informed

We work together  
We're clear  
We're curious



### Compassionate

We're open & honest  
We respect others  
We promote our cause



### Driven

We're focused  
We're determined  
We keep learning