

Job Title:	BI Developer
Reports to (job title):	Head of Data Management
Line Manager to:	N/A

## Job purpose

### Role Overview

As a key member of the Data Management Team, the Business Intelligence (BI) Developer will build and maintain ETL (Extract, Transform and Load) processes on SQL Server using T-SQL and SQL Server Integration Services (SSIS) to achieve project goals. They will design and create fact and dimension tables in the Data Warehouse while interpreting complex business requirements and converting these into robust data solutions as well as shaping up the data so that it is readily available for the Analytics Team to present in their reports. They will also assist with BAU tasks such as contractual Data Submissions to NHS England and NHS Digital. The role is critical to enabling effective reporting solutions at HCRG Care Group by making data available to Analysts so that the business is able to report on a variety of things including Performance and Data Quality.

### Base Location

Home Based, with the requirement to meet in the Runcorn head office when needed.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### Technical skills:

- Perform any required data management duties including extracting and loading data from a variety of data sources, data quality management and master data management.
- Testing data solutions and peer reviewing code
- Utilise source control tools and data/schema compare tools for deployment
- Access and extract data from corporate and clinical systems using agreed methods.
- Ensure mandatory returns and submissions are successfully produced and submitted in a timely manner.
- Create and maintain documentation of processes

### Knowledge:

- Design and creation of relational databases and dimensional models
- Understand Health and Social Care data and the respective reporting requirements in order to perform collection, analysis, and submission of data.
- Understand the configuration and use of clinical and non-clinical systems used within the organisation.
- Provide input to projects and programs to ensure alignment with the data management principles, data models and procedures.
- Maintain knowledge of the NHS

### Stakeholder Management:

- Represent the Data Management Team in any required internal and external meetings engaging with other colleagues as the data management subject matter expert.

### Operational:

- Manage concurrent projects and manage own workload with limited supervision.

## Service Management:

- Support other colleagues and teams in any required engagement with customers and partners in order to facilitate the effective delivery and implementation of projects

## Mobilisation/deployment/exits

- Participate in any data management tasks (such as data migrations of clinical and nonclinical data) relating to service mobilisations and exits.

## Transformation

- Gather feedback from service users and colleagues to suggest future improvements to departmental

## Risk and Issue management:

- Knowledge of the departmental risks and issues log.
- Proactively identify departmental risks and raise

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

Degree in a relevant field or equivalent work experience.

- 5+ years of experience with SQL Server including advanced use of T-SQL
- 5+ years of experience developing solutions using SQL Server Integration Services (SSIS)
- Experience of using APIs to pull data
- Strong knowledge of data warehousing using facts and dimensions
- Experience with using reporting tools such as SSRS or Tableau
- Demonstrable ability to understand business requirements, data definitions and produce data management solutions that meet the needs of the business
- Self-motivated, enthusiastic, ability to work under pressure and prioritise workload in order to meet deadlines
- Excellent verbal and written communication skills with the ability to communicate clearly with colleagues, senior managers, clinicians, and external partners

### Desirable

- Experience of working with NHS data
- Experience of using Azure DevOps
- Experience of using Redgate, Devart or similar tools

Employee signature

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Manager signature

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