



Role Description

Job Title	Power BI Reporting Analyst		
Reports to	Head of IT	Direct Reports	None
Team	IT	Total Hours of Work	34.5 hours per week
Normal Working Hours	Monday to Thursday - 09:00 – 17:00, Friday - 09:00 – 16:30 (1 hour lunch break)		
Core Purpose	<p>To work closely with business stakeholders to understand their data analysis needs and deliver comprehensive reporting solutions that enable informed decision-making.</p> <p>To collaborate with Microsoft Azure Infrastructure and Platform teams to manage and maintain Data Pipelines, Data Lakes, Synapse and Azure SQL.</p> <p>To play a full part in the life of the business to support its distinctive mission.</p> <p>To continuously promote and demonstrate through all actions and interactions, your commitment to the core company values.</p> <p>To be a trusted member who can work individually and as part of a team with common goals.</p> <p>To develop and carry out new ideas or concepts that are fresh and unusual that bring positive benefits to both the company and its customers.</p> <p>To demonstrate unwavering honesty in your actions, uphold the highest standards of integrity in all you do, and show respect for colleagues and customers alike.</p> <p>To be a part of and contribute to a culture of inclusivity where you work in an environment where unique perspectives are not only acknowledged but celebrated, fostering a sense of belonging and recognition.</p>		

Key Responsibilities
<p>Data Collection and Management:</p> <ul style="list-style-type: none"> ▪ Gather data from various sources, including internal databases, external APIs, and flat files. ▪ Cleanse and preprocess data to ensure accuracy and consistency. <p>Report Development:</p> <ul style="list-style-type: none"> ▪ Translate business requirements into technical specifications for report development. ▪ Design and develop interactive reports and dashboards using Power BI. ▪ Implement data models and create visualizations that provide actionable insights. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> ▪ Work closely with business stakeholders to understand their reporting needs and priorities. ▪ Present complex data in a clear and concise manner to non-technical audiences. ▪ Provide training and support to end-users on Power BI reporting tools and dashboards. <p>Analysis and Insight Generation:</p> <ul style="list-style-type: none"> ▪ Perform ad-hoc analysis and provide insights to support business decisions. ▪ Monitor and analyse data trends to identify opportunities and risks. <p>Quality Assurance and Maintenance:</p> <ul style="list-style-type: none"> ▪ Ensure the accuracy and integrity of reports by performing regular data validation and quality checks. ▪ Maintain and update existing reports and dashboards as business needs evolve. <p>Technical Expertise and Innovation:</p> <ul style="list-style-type: none"> ▪ Stay up-to-date with the latest trends and developments in data visualization and business intelligence. ▪ Continuously seek ways to improve reporting efficiency and effectiveness. <p>Ad-hoc tasks to support the wider IT function when required.</p>

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with management approval.

Personal Skills, Attributes & Behaviours
<ul style="list-style-type: none"> • Degree in Computer Science, Statistics, Business Analytics or a related field is desirable but not essential. • Certifications in Power BI or other business intelligence tools is desirable. • Knowledge of data analysis and visualisation principles. • Understanding of database management and data modelling concepts. • Familiarity with SQL, Excel and other data manipulation tools is essential. • Strong communication, analytical, presentation and problem-solving skills. • Excellent organisational and time management skills with the ability to prioritise tasks and meet deadlines. • Self-motivated, driven and able to work unsupervised with the desire and determination to succeed, achieve goals and company aspirations. • Ability to think of and carry out new ideas and concepts. • Personable, persuasive and influential. • Ability to collaborate effectively with cross-functional teams and stakeholders. • Act in a professional and courteous manner at all times. • Proficiency, and demonstrate willingness to continuously develop proficiency, in relevant software tools and applications. • Full valid driving licence (where required for role).
Knowledge
<ul style="list-style-type: none"> • Experience with BI tools: Proficiency in Power BI is crucial which includes creating data-rich dashboards, implementing row-level security in Power BI, and writing DAX expressions. • Power BI Tools: In-depth knowledge of Power BI Desktop, Power BI Service, and Power BI Mobile. • Data Visualisation: Proficiency in creating and interpreting charts, graphs, and dashboards. • Data Analysis: Ability to analyse large datasets and extract meaningful insights. • Business Intelligence: Understanding of BI methodologies and best practices. • SQL: Skills in writing SQL queries for data extraction and manipulation. • Data Modelling: Knowledge of data modelling techniques and best practices. • Excel: Advanced skills in Microsoft Excel, including formulas, pivot tables, and macros. • Statistical Analysis: Familiarity with statistical methods and analysis. • Database Management: Understanding of database concepts, structures, and data warehousing. • Programming: Basic knowledge of programming languages such as Python or R for data analysis is desirable. • Project Management: Ability to manage multiple projects and meet deadlines and/or work within a project framework is desirable.
General Responsibilities
<ul style="list-style-type: none"> • Professionally represent ACO and its products. • Accountable for own effort, motivation and contribution. • To attend and actively participate in business meetings. • Achievement of personal and company targets. • To promote equality and diversity as part of the culture of ACO. • Work in accordance with the Trading Policy where relevant to role. • Accountable for own Health & Safety and the Health & Safety of other employees. • To ensure PAS99 and ISO rules and regulations are adhered to. • Maintain confidentiality of all non-public company information at all times. • To undertake any other reasonable request and accept any reasonably delegated additional responsibility from a manager.

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