

Job Title	Business Intelligence Analyst
Division/Location	Finance – Head Office, Fifers Lane, Norwich
Reporting to	Business Intelligence Lead
Weekly Hours	37 Hours Per Week, Monday – Friday
Grade/Salary	£30-35k

Job Description
The Role:
<p>The role of Business Intelligence Analyst is integral to the continued delivery of financial and operational information through self-service dashboards using Group BI platforms and reporting toolsets.</p> <p>It requires close interaction with the Finance Business Partner (FBP) team as well as operational managers and other Support functions such as HR to provide dynamic access to KPIs and information that will enable the business to effectively monitor performance and make informed decisions.</p>
Main Responsibilities:
<ul style="list-style-type: none"> • Delivery of all key reports within engaging and interactive dashboards. • Ensuring the data integrity of all reports, dashboards, and analysis. • Ability to work with FBPs, HRPartners and operational staff to identify, understand and extract the key business drivers in an automated way from all systems. • Visible and approachable within the business, building a profile of support and understanding. • Actively seeking out opportunities to add value, promoting and fully utilising the capability of all BI platforms. • Impart knowledge to those using reports where relevant to enable them to self-serve and develop internal ad hoc reports confidently. • Publishing reports to the BI server ensuring that these are updated and adhere to group standards. • Ownership of the published BI platform support and development queue . • User management and access control for the group BI environment.
Other Duties
<p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> • Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Finance Director:	Stuart Sayers	Date :	26.01.2023
Approved by Head of Resourcing:	Jo Wishart	Date :	29.01.2023

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Extensive SQL Knowledge, including Business Intelligence (BI) Technology .	Essential	AF/I
	Significant data visualisation toolset experience, Power BI, Qlikview, Tableau or similar	Essential	AF/I
	Understanding and experience of data warehousing	Desirable	AF/I
Experience	Extensive experience in developing self-service dashboards and reporting	Essential	AF/I
Skills/Abilities	Ability to effectively work with a variety of finance and operations colleagues to identify key business drivers	Essential	I
	Ability to present information and data in an engaging way that drives operational performance	Essential	I
	Capable of managing multiple requests effectively, communicating clearly and delivering to agreed delivery dates	Essential	I
	Ability to proactively seek out opportunities to improve the quality of the BI environment across the Group	Essential	I
Other Requirements	Full UK driving license to meet travel requirements of the role	Essential	AF/I

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p>

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We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner, and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

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