



## Job Description

<b>Post/Job Title:</b>	<b>PowerBI Developer (Fixed-Term)</b>
<b>Ref:</b>	722
<b>Faculty/Professional Service:</b>	Planning
<b>Group/Section:</b>	Planning
<b>Normal hours per week:</b>	Full time <i>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</i>
<b>Grade:</b>	7
<b>Accountable to:</b>	Reporting Development Manager

### Context

This role forms part of the Planning Team, which is responsible for Institutional Reporting, Planning, Risk Management, Insurance and Internal Audit Coordination. The team provides a coherent and integrated operating model that connects planning, reporting, risk management, and assurance functions to support effective decision-making. This includes embedding robust internal control and risk frameworks and enabling the timely, transparent monitoring of performance against strategic KPIs.

As BU enters a new strategic period, data will remain central to informed decision-making. To support this, there is an increasing need to accelerate the development and modernisation of reporting tools to enhance insight, agility, and operational efficiency.

### Job Purpose

The post holder will act as the University's senior technical lead for Power BI development, shaping and driving the evolution of enterprise reporting capability transitioning towards a modern, integrated business intelligence environment. The role will focus on the design, development and delivery of high-quality Power BI reports and dashboards aligned to the University's reporting roadmap. Working closely with stakeholders across the institution, the post holder will translate business requirements into effective reporting solutions, redeveloping and modernising existing reports where appropriate to ensure they deliver meaningful, accessible and impactful management information.

The post holder will also contribute to the development of the University's reporting capability by ensuring data from source systems and the Information Management Platform (IMP) is structured and accessible for analytical use. This will involve developing a strong understanding of institutional systems, data structures and relationships, and applying this knowledge to design robust Power BI data models and reporting solutions. The role will require close collaboration with Report Developers, Planning Analysts and other stakeholders to understand reporting and analytical requirements, enabling the delivery of clear, reliable and insightful information that supports evidence-based decision making across the University.

## **Main responsibilities**

1. Design, develop and deliver high-quality Power BI reports and dashboards to support institutional reporting requirements across the University, ensuring solutions are intuitive, performant and aligned to stakeholder needs.
2. Lead proactive engagement with business areas to identify emerging analytical needs and translate them into strategic reporting initiatives.
3. Lead the strategic redevelopment of existing reports currently delivered through QlikView, working with stakeholders to review, refine and modernise reporting requirements focusing on end user engagement and experience.
4. Develop robust Power BI semantic models and data models, ensuring best practice in data modelling, Advanced DAX optimisation and enterprise modelling principles, performance optimisation and governance.
5. Define, build and implement effective information processes to ensure the integrity, performance and security of reporting solutions using Microsoft SQL Server and the University's Information Management Platform (IMP).
6. Act as the Planning Team's technical specialist for Power BI, supporting the development, configuration and ongoing maintenance of Power BI Service, including troubleshooting refresh failures, dataset configuration, gateway issues and report performance.
7. Work closely with stakeholders across the University to gather and interpret reporting requirements, translating business needs into effective analytical and reporting solutions.
8. Build and maintain a strong working relationship with IT Services to ensure Power BI solutions are aligned with institutional data architecture, governance and security standards, contributing to the development of a robust enterprise reporting environment.
9. Working with the Reporting Development Manager and other senior Planning Team members to take responsibility and ownership of the Planning Team's reporting and information development roadmap to prioritise and deliver a pipeline of new PowerBI reports and dashboards.  
Provide expert advice and best practice leadership such as;
  - Data modelling conventions
  - DAX development standards
  - Shared and certified datasets
  - Enterprise semantic models
  - Naming conventions
  - Documentation and version control
  - Performance optimisation practices
10. Influence the development of the University's Information Management Platform, ensuring reporting solutions integrate effectively with the University's wider data warehouse and reporting architecture.
11. Leverage Microsoft 365 technologies to enhance reporting workflows, including the use of Power Automate and other tools to support report distribution, automation of processes, and improved integration with Power BI.

12. To develop an in-depth knowledge of BU's systems of record and other related data sets, of the academic, regulatory and statutory processes that influence/constrain them and, most importantly, the system structures and interrelationships which support the different areas of those systems and the triangulation of data between them.
13. To combine this breadth of knowledge with a high level of proficiency in each of the different reporting tools, to ensure reporting solutions meet the end user's needs.
14. Design reporting solutions that enable users to easily explore, filter and analyse data, ensuring dashboards are user-focused and support effective decision making.
15. Produce and maintain clear technical documentation for reporting solutions, including data models, transformation logic, testing processes and change control documentation.
16. Maintain high standards of quality and governance in development, ensuring adherence to agreed processes such as change control, version management and testing procedures.
17. Provide strategic leadership for enterprise reporting standards, ensuring consistent, scalable, and high-quality Power BI solutions across the University.
18. Mentoring and coaching of other members of the Planning team in PowerBI developments, ensuring appropriate upskilling and knowledge transfer by providing expert knowledge in the design and build of PowerBI data models and front end report development.
19. Champion the continuous improvement of reporting and analytical capabilities, proactively identifying opportunities to improve efficiency, automation and the effective use of data across the University.
20. Be a proactive member of the Planning Team at BU and actively participate in discussions with colleagues to identify on-going improvements and efficiencies.
21. Participate periodically in the execution of BU wide projects as required.
22. Contribute and participate in team succession planning and developmental activities.
23. Deputise for the Reporting Development Manager and other senior members of the Planning Team and provide support and coaching for other members of the Planning Team as appropriate.
24. Any other duties that might reasonably be required

## **Information Governance Responsibilities**

### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**May 2026**



## Person Specification

Post / Job Title: PowerBI Developer	Post: TBC
Faculty / Service: Planning	Date: May 2026
<b>Knowledge (including experience &amp; qualifications)</b>	<b>Essential /Desirable</b>
Degree in a relevant subject or equivalent	E
Significant experience designing and developing Power BI reports and dashboards within a business intelligence or reporting environment.	E
Strong experience developing Power BI data models and semantic models, including the use of DAX and best practice data modelling techniques.	E
Experience working with complex datasets from multiple systems and understanding how to integrate and transform data for reporting.	E
Experience delivering reporting solutions within defined development roadmaps or time-bound projects.	E
Comprehensive understanding and experience of working with relational databases and SQL, including extracting, transforming and preparing data for reporting purposes.	E
In-depth knowledge of business intelligence and data warehouse technologies, including the implementation of data warehouse design, data mapping, implementation, performance and tuning and ongoing maintenance	E
Extensive experience translating business or stakeholder requirements into effective reporting solutions.	E
Experience implementing reporting standards, documentation and development best practice.	E
Extensive experience of MS SQL Server BI Suite (SSIS), (SSAS), (SSRS)	E
Experience using Power Automate or other Microsoft 365 tools to automate reporting workflows or integrate reporting processes.	D
Experience working with Power BI Service administration, including dataset management, refresh processes, and troubleshooting.	E
Experience migrating or redeveloping reports from legacy BI tools (e.g. QlikView) into Power BI.	D
Experience in an analytical role	E
Experience of working within a complex organisation	E
Experience of Higher Education administration	D
<b>Skills</b>	
Advanced Power BI development skills, including report design, data modelling, and DAX.	E
Excellent interpersonal skills required to influence a wide range of colleagues/stakeholders. Ability to talk to senior figures in the University and present an argument convincingly	E
Strong analytical and problem-solving skills, with the ability to interpret complex data and develop meaningful reporting solutions.	E
Ability to engage effectively with stakeholders to understand requirements and translate these into technical solutions.	E
An innovator with proven experience in delivering information solutions for a user base, requiring influencing and communication skills	E
Understanding of SQL databases, data modelling, the ETL process and data warehousing	E
Excellent business analysis and requirements gathering skills	E
Excellent numeracy and statistical skills	E
Ability to research and analyse complex information, bringing together data from different sources and at short notice	E

Good presentation skills (reports) with ability to communicate complex technical concepts clearly to non-technical audiences.	E
Excellent MS Office skills including advanced Excel and Word skills	E
Ability to learn new systems quickly	E
<b>Attributes</b>	
Excellent attention to detail	E
Ability to manage conflicting priorities	E
Ability to work as part of a team and contribute effectively as a team player	E
Ability to instil best practice in reporting solutions to the team and to design and implement training as required	E
Ability to work proactively and independently with excellent time management and prioritisation skills	E
Ability to work flexibly under pressure	E
Demonstrable customer oriented approach	E
Creative and innovative approach to finding solutions	E
Commitment to own continuous personal and professional development	E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility	E