

Job Description

Position / Job Title:	Report Developer
Faculty/Professional Service:	Finance and Performance
Group/Section:	Planning
Location/Building:	Lansdowne Campus/Studland House
Normal hours per week:	Full time, job-share, part-time and flexible working arrangements are welcomed and will be considered. Some flexibility will be required in order to ensure that key time scales and deadlines are met.
Grade:	7
Accountable to:	Reporting Development Manager

Context

This role forms part of the Planning Team, which is responsible for Institutional Reporting, Planning, Information Governance, 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 play a pivotal role in the ongoing development and enhancement of the IM Platform. Ensuring development of current reporting supporting the journey from data through to business intelligence and management information provision. The postholder will support the development of related technology infrastructure including the data warehouse, business intelligence tools, and systematic reporting of management information.

The post holder will have a responsibility within the reporting development in the Planning team to ensure data from source systems and the IM Platform is accessible and able to be consumed for further analytical presentation. This involves building an in-depth understanding of different system structures and relationships and transforming and linking data to develop ongoing provision of insightful information to enable effective decision making. The postholder will be required to work closely with Planning analysts to gain a detailed understanding of the reporting and data analysis requirements.

Main Responsibilities

1. Define, build and implement effective information processes to ensure data integrity, performance, and security of reporting solutions using Microsoft SQL Server within the Information Management Platform.
2. Take responsibility for ensuring Information Management Platform developments are rigorously tested and released, providing management of the monthly release schedule across the Planning Team ensuring the change control processes are adhered to.
3. Act as the Planning Team technical lead to troubleshoot and resolve issues that arise from within the Information Management Platform such as job failures, data integrity and quality, working with IT as appropriate.
4. Build and maintain a strong working relationship with IT services and liaise as appropriate in the development and maintenance of the Information Management Platform.
5. Working with the Reporting Development Manager and other senior Planning Team to take responsibility and ownership of the ongoing Information Management and reporting development and enhancement roadmap.
6. Working with the Reporting Development Manager and other senior Planning Team to develop data model design standards for future Information Management Platform developments.
7. 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. 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.
8. To be proactive in understanding the requirements of key stakeholders at all levels, including report users. Be able to translate requirements to the most appropriate tool for preparing and distributing new reports, including how the data can be easily obtained as well as how the end user may wish to manipulate the data. Support the investigation and implementation of a range of reporting tools across the institution integrating into warehouse development where appropriate. Including:
 - Leading the development of the Information Management Platform reporting and liaising with IT colleagues to inform the movement of tactical to warehouse reporting
 - lead the development and maintenance of the BU data dictionary, particularly as volume of reportable data is expanded
9. Produce and maintain appropriate documentation for the Information Management Platform and any other data systems including building and maintaining test scripts as part of the agreed change control process to enable cover across the Planning Team.
10. Maintain high standards of quality in development and ensure the adoption of best practice. Implement and follow agreed processes and procedures such as formalised change control, version control and audit histories.
11. As a technical lead within the Planning Team you will support best practice standards for business intelligence and data warehousing in the delivery of reporting across the University.
12. Support other members within the Planning team in Information Management Platform developments, ensuring appropriate upskilling and knowledge transfer by providing expert knowledge in the design and build of ETL processes through Microsoft SQL Server.
13. Continuously update and develop specialist knowledge of technologies, techniques and reporting tools including but not limited to MS SQL, SSRS, Visual Studio, Qlik and PowerBI.
14. Be a proactive member of the Planning Team at BU and actively participate in discussions with colleagues to identify on-going improvements and efficiencies.
15. Participate periodically in the execution of BU wide projects as required.
16. Contribute and participate in team succession planning and developmental activities.
17. 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.
18. 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 2025

Position / Job Title: Report Developer	
Faculty / Service: Finance and Performance (Planning Team)	Date: August 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree in a relevant subject or equivalent	E
Experience of BI tools and report writing	E
Extensive experience of building and using databases/reporting tools; proven experience in manipulation and analysis of large volumes of data	E
Comprehensive understanding of complex relational databases and extensive experience in reporting from them using database query tools	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 of MS SQL Server BI Suite (SSIS), (SSAS), (SSRS)	E
Experience in an analytical role	E
Experience of working within a complex organisation	E
Experience of Higher Education administration	D
Experience of developing and delivering reporting solutions (within PowerBI or similar tools)	E
Skills	
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
Problem solving skills and the ability to translate ideas into implementation plans	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)	E
Excellent MS Office skills including advanced Excel and Word skills	E
Ability to learn new systems quickly	E
Attributes	
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