

# The Leicestershire College

## Job Description

### 1. Job Details

Job Title:	BI Developer
Department:	IT
Reporting To:	BI Development Manager
Competency Level:	Business Support 2
Hay Grade:	G3/G4
Date of Job Evaluation:	August 2025
Annual Salary (FTE):	£30,406 - £38,170 per annum
Date:	August 2025

### 2. Job Purpose

To Manage, design, develop and support sustainable high standard integration packages, integration jobs, reports and dashboards working across a range of College IT systems and data sources. To ensure uptime for integration jobs and packages is maximised and report data quality is consistently high.

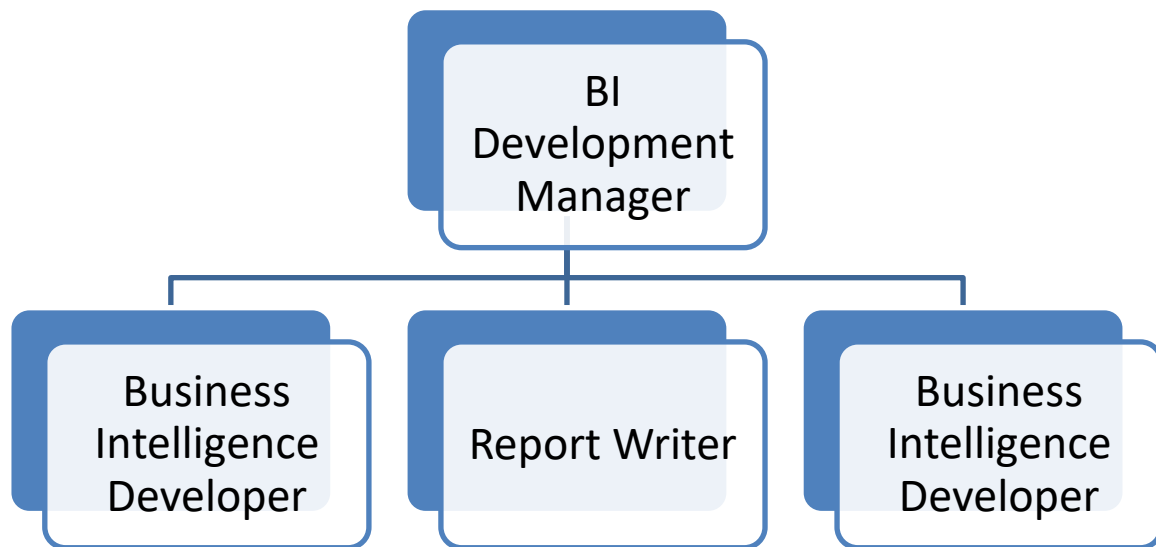
This will be achieved by using Microsoft SQL Server, SQL Server Integrated Services (SSIS), Microsoft SQL Server Analysis Services (SSAS), SQL Server Reporting Services (SSRS), PowerBI, Visual Studio Team Foundation Server (TFS) and Excel.

This role is required to support essential college integration functions and meet the college's reporting and data integration needs. The role is fundamental to the provision of timely and accurate KPI data and management information.

### 3. Dimensions

- A. Create and support integration packages and jobs. This will automate repetitive processes and reduce data entry work in the college.
- B. Work with the BI Development Manager to deliver a high-level BI development to the College.
- C. Create reports and dashboards to meet the college's internal and external reporting requirements.
- D. Quality assure data used in integration jobs, databases and reports.
- E. Be accountable for internally developed reports and accuracy of data.
- F. Be accountable for integration jobs and performance to meet college requirements.
- G. Work as part of the wider IT services team to provide support as and when required.

#### 4. Organisation chart



#### 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

**F – Fairness** – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

**R -Respect** – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

**E – Equality** – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

**D – Diversity** – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

**I – Inclusion** – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

**E – Engagement** – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- Implement, manage and develop databases for the report writing and application development and delivery.
- Collaborate with college stakeholders to scope and produce key reports and integrations within strict timeframes.
- Develop and maintain a reporting, integration and data delivery strategy with the Director of IT and Digital.
- Write SQL statements, stored procedures and views using industry best practices for security and efficiency.
- Be able to analyse, diagnose and advice on all reporting fundamentals within the College to ensure reports are correct and viable.
- Manage the performance, security and availability of SQL services across the College.
- Manage day to day database procedures such as upgrades, backups, migrations and recovery.
- Use SQL skills including creation of user defined functions, complex stored procedures, query optimization and SQL scripts.
- To manage the development of the College data warehouse with supporting processes, documentation, implementation and maintenance.
- To manage and develop key integrations for College performance and processes with both internal and external data.
- Manage and develop SSIS, SSRS and PowerBI packages to help data flow within the College and maintain data integrity.
- Develop and manage ad hoc reports. Conduct scoping exercises with end users to better understand the requirement to ensure data integrity is maintained.
- Manage internal collaboration and maintain credible influential relationships.
- Manage and deliver College critical technical decisions.
- Meet with stakeholders to obtain feedback, follow-up actions, and proactively manage new requirements.
- Be accountable for all reporting in the and ensure data accuracy is correct in line with stakeholder requirements.

- Maintain general database administration.
- Initiate escalation to the wider IT support team or to third party providers where appropriate, according to agreed process and procedures.
- Conduct any other responsibility as required.

## 7. Key Result Areas

Action	Result
<b>Understand and perform against Service Level Agreements.</b>	To give meaningful performance data against SLA from the service desk, leading to the development of the continuous improvement plan.
<b>Help identify problem trends to provide not just resolution but true problem management to minimise repeat occurrence of incidents.</b>	Utilising applications, tracks trends and KPI's to identify problem management opportunities minimising resolution times and restoration to service.
<b>Develop, maintain and document College reports and dashboards.</b>	College staff have access to timely, accurate operational information which helps them with their day-to-day activities. Managers have access to accurate analysis of data which allows them to assess the colleges performance, plan and make key decisions for the future.
<b>Develop, maintain and document College integration jobs.</b>	Existing integration jobs are maintained and supported allowing maximum uptime for key college systems such as the gate entry system. New integration jobs are written to minimise data entry work and repetitive tasks, improve college services.
<b>Develop and deploy data error checking strategies.</b>	Data quality is kept high during integration jobs, in databases and in reports.
<b>Develop and maintain reports to meet reporting standards.</b>	A consistent reporting service is delivered to the College.

## 8. Key Working Relationships and Communications

The ability to communicate effectively is a major requirement for BI Development. Customer focussed none-technical speak is required to enable customers make informed decisions, understand implications and resolution opportunities. This role will be required to build relationships with the following areas (But not limited to):

**Internal:** BI Development Team, Executive Director of IT & Transformational Change Programmes, Executive Team, Planning and Performance Team, Managers and staff across the College (report stakeholders)

**External:** The ability to manage and work with organisations who are involved or contracted to supply support which requires effective and determined communication, ensuring internal and external SLA's are met and appropriate

## 9. Scope for Impact

The BI Development Service is the single point of contact for all matters relating to SQL Integration services and SQL Reporting within the College. The BI Development Team provide management, communication and where possible, resolution of any incident where SQL systems deviate from the norm or SQL Reporting and developing the correct and accurate reports.

BI Development team members ensure that all SQL systems continue to operate within their predefined parameters and monitor technical failures, which may require escalation to the wider IT Service Team. Report Writing staff will ensure that all reports are complete in a timely manner and continue to develop these critical reports daily. The College rely upon SQL to enable them to achieve their vision, business strategy and goals.

SQL Reporting and integration revolutionise the way the College operates, communicate and conduct business. Using SQL will enable the College to:

- Develop and innovate, gain market advantage and differentiate themselves to their students and customers.
- Drive increased productivity and efficiency, improve business processes, make cost savings, and increase sales and growth.
- Communicate with business-critical staff and provide business accurate data and reports to create a successful business.

## 10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Science, Maths or IT based degree or relevant work experience.	•		Application/ Certificates
2.	SSRS/SSIS related qualifications or relevant experience.	•		Application/ Certificates
3.	Microsoft SQL query writing qualification or equivalent experience / knowledge.	•		Application/ Certificates
4.	PowerBI qualification or equivalent experience.	•		Application/ Certificates
5.	SQL Report Writing qualifications or equivalent experience.	•		Application/ Certificates
6.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent.	•		Application/ Certificates
EXPERIENCE				
7.	Significant experience in data analysis and the production of professional management information reports using SSRS/MS Reporting Services.	•		Interview
8.	Experience in data analysis and the production of professional reports using SSRS.	•		Interview
9.	Experience / knowledge in writing Transact-SQL (T-SQL) scripts such as stored procedures, views, functions and triggers.	•		Interview
10.	Experience / knowledge of technologies within the Microsoft BI stack (SSRS, SSIS, SSAS, TFS).	•		Interview
11.	Demonstrable experience of working with Business intelligence tools to diagnose and analyse data.	•		Application/ Interview
12.	Experience of Further Education IT systems and funding methodologies.		•	Application/ Interview
SKILLS & KNOWLEDGE				
13.	Good organisational and time management skills.	•		Interview
14.	Excellent communication skills (written and oral).	•		Interview
15.	Ability to work flexibly as part of a team and to work to deadlines.	•		Interview
16.	Ability to prioritise workload to manage conflicting demands.	•		Interview
17.	Good interpersonal skills with the ability to work with staff at different levels across the organisation.	•		Application/ Interview
18.	Demonstrate a logical and methodical approach to the tasks and priorities encountered within the role.	•		Application/ Interview
19.	Demonstrate your understanding of diversity and inclusion.	•		Application/ Interview

BEHAVIOURS				
20.	Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	•		Interview
21.	Understanding of and commitment to Equality and Diversity.	•		Interview
22.	Promote the College's equal opportunities policy and practices.	•		Interview
23.	Ensure the safeguarding of students.	•		Interview

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in August 2025 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	