BRITISH TRANSPORT POLICE

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP *'Guide to writing job descriptions for Police Staff roles'* Appendix B to the SOP.

A.   POST DETAILS:

Job Title:	Power BI Report Developer	Current Grade:	B002
Department:	Analytics & Insight	Area:	FHQ
Reports To:	Data Science Delivery Manager	No of Posts:	1
Level of vetting:	MV	Post Number:	

B.

PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The Power BI Developer will be responsible for creating informative and insightful dashboards and reports using Power BI.

The postholder will work with a range of policing and external data sets to provide creative and insightful ways of examining management information to help drive decision making in the BTP at a tactical and strategic level.

The postholder will support the Data scientists and Insight Analysts in the transformation of data using Power BI and identify ways to continuously support and improve the BTP's self service vision outlined in the Data Strategy.

C.   DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Non Direct

Staff Responsibilities – Direct or Non-Direct

Non-Direct

Any Other Statistical Data

Directly responsible for the creation of over 150 reports and dashboards across the Force utilizing a range of data sets from Origin, finance, Justice, Intelligence, corporate data and Crime

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D.   PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Manage the design, build, publication and maintenance Power BI reports/dashboards for a range of different departments and officers to help inform tactical and strategic planning and provide enhanced insight. For example, using finance and HR data to provide enhanced insight to help inform workforce planning

- Utilizing DAX (Data Analysis Expressions) and other SQL languages to make data visualization more efficient and enhance the processing of reports

- Manage the development of the user interfaces for interrogating data using Power BI and or Power Apps and testing those with the users. For example, working with Data Architects and Tech specialist to improve the way we utilise Power BI for data visualization and analysis

- Responsible for developing key external contacts and networks with data visualization teams in Home office forces and Industry to identify best practice and recommend change to improve BTP's self-service vision and recommending improvement to Head of Department

- Responsible for the improvement of Power BI reports and communicating with users to test and validate data to ensure a high level of accuracy is maintained. This includes interaction and communication with external customers such as Train Operating Companies and BTPA.

- Responsible for the maintenance of the Power BI reports and setting up processes that highlight any errors in publication. Responsible for identifying the solution of those issues and working with relevant individuals to problem solve. Offering a high level of customer service to all users across the force ranging from frontline officers, Heads of Departments and Chief Officer Group.

- Responsible for ensuring reports remain accurate and are published accordingly and problem solving when reports fail to publish

- Lead on the inclusion of basic statistical and analytical techniques to visualise in Power BI and gain insights from a wide range of data applications including data transformation. For example, utilisation of statistical control limits to highlight exceptional data points to inform useful inferences and focus activity to the areas that need it most

- Assist the Data Developer to merge, manage, interrogate and extract data to supply tailored reports to colleagues, customers or the wider organisation

- Assist the Business Analysts to liaise with customers to translate business needs to actual reports using Power BI.

- Responsible for developing internal relationships with Business Intelligence and Architecture Teams to improve the reporting capability by creation of models using Power BI

- Creation of strategic written papers to Head of Department outlining improvements in data visualisation

- Personal drive, motivation and the resilience to test new ideas and work with minimal supervision

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E.   DECISION MAKING:

Make decisions

- Shared responsibility with the Data Science Delivery Manager for creation of visualizations for senior leaders, officers and staff to increase efficiency and help decision making. For example, the postholder will assist the Business Analyst in collating the dashboard requirement and is responsible for the translation of that requirement into a design within Power BI.

Significant say in decisions

- Outputs of the products created by the Power BI Developer will be used to make strategic decisions at Chief Officer, BTPA and DfT level. For example, a report designed and created by the postholder will be used by Chief Officer group to make significant decisions that help to inform Government and Senior Industry stakeholders
- Outputs will significantly influence financial decision making and help to aid against reputational risk. For example if the postholder is able to design a report that compiles a range of data that provides significant insight for the user such as the financial impact of vacancies across the force, this will significantly improve BTP strategic decision making

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F.   CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Extensive liaison with Heads of Department, Police officers and staff

Represent the Strategy and Performance department when necessary at board meetings and internal and external meetings

External

British Transport Police Authority (BTPA) – testing and reviewing Power BI reports to gain feedback and responsible for improvement of the reports

Train Operating Companies and rail industry staff – testing and reviewing Power BI reports to gain feedback and responsible for improvement of the reports

RSSB – Liaising with data teams to identify best practise with regards to data visualisation and embedding best practice in BTP

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- Graduate level or equivalent with experience in a numerate discipline e.g. Maths / Statistics / Computer Science / Research

Experience:

- Experience in data visualization and transformation of data with Power BI, data processing and data analytics, ideally with knowledge of working in the Azure platform (Microsoft Azure is a cloud service for building, deploying and managing intelligent applications through a global network of data centres).
- Experience of data mining (process of discovering patterns in large data sets involving methods at the intersection of machine learning, statistics, and database systems).
- Strong data presentation and design skills
- Experience of Data Modelling and DAX (Data Analysis Expressions)
- Excellent written and verbal communication skills.
- Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to suit a varied audience.
- Working with data stored in Microsoft Azure to transform data into key insights to inform decision making
- Experience of working with different customers to understand requirements, test reports and apply feedback.

Skills:

- Proven experience of using technical solutions to solve complex problems
- Strong stakeholder management and project management skills required to understand the business requirement and translate that into a visual representation of data where insight can be drawn quickly and efficiently

- Experience in database interrogation and analysis tools, such as SQL and SAS

- High degree of competence in working with large volumes of data and combining those to gain enhanced insight. For example, enabling users to see where hotspots are occurring and where they maybe growing n the last 6 weeks to enable patrol plans to be formed utilising self service

- Working with external and internal stakeholders to build effective networks to enable the A&I team to deliver against the force data requirements

- Ability to tell a story using data analytics

Knowledge:

- Knowledge of data visualization, statistical analysis and data mining

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Desired Criteria:

Qualifications and Training:

- A qualification in a relevant discipline, preferably with a statistical, mathematical, computer technology or analytical focus

Experience:

- Experience of using Power Apps and SQL query

- Experience of utilizing a range of visualization tools and platforms on which to share information internally and externally

Knowledge:

- Knowledge of the wider technology and data developments
- A good understanding of data processing and governance within a large organisation.

H.	**ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:	Vanita Patel	Date:	26/08//2020
Area Commander /FHQ HoD:	Vanita Patel	Date:	26/08/2020
Evaluation Panel:	Reward Team	Date:	11/09/2020

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