



# HILLINGDON

LONDON

## Job Profile

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<b>JOB TITLE:</b>	Education PBI Developer (FTC)
<b>GRADE:</b>	POB
<b>POST NO:</b>	TBC
<b>JOB TIER:</b>	TBC
<b>DBS CHECK:</b>	Basic
<b>GROUP:</b>	Development Team
<b>SERVICE:</b>	Business Intelligence

### REPORTING STRUCTURE

<b>Reports to:</b>	Data Development Lead
<b>Direct Reports:</b>	0
<b>Indirect Reports:</b>	0

### ROLE PURPOSE:

Acts as a specialist Power BI Developer supporting the delivery of a 10-month fixed-term reporting programme for the EYES (Education Case Management System) implementation.

The role is focused on developing high-quality, robust Power BI reports and dashboards to support statutory, operational and performance reporting within Education Services. Requires strong expertise in Power BI and advanced SQL skills, including the ability to interrogate complex datasets, build views and write bespoke queries. Experience in education analytics and reporting is essential to ensure outputs align with statutory requirements and service needs.

The postholder will be expected to deliver against defined timelines within the 10-month programme, contributing to the successful rollout and embedding of EYES reporting

## A. Job Description

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### 1. Resident & Community Contribution

- Develops reports that support service improvements for residents.
- Ensures transparency and accessibility of insights across council teams.

### 2. People Management

- Manages Stakeholders relationships effectively

### 3. Operational Service Delivery

- Works with stakeholders to gather reporting requirements and deliver effective Power BI solutions.
- Develops and deliver complex Power BI reports and dashboard aligned to statutory and operational needs.
- Write complex SQL queries, create views and perform data modelling and transformations to support reporting requirements
- Ensure reporting is accurate, validated and aligned to agreed KPIs and data definitions
- Support the transition from manual reporting processes to automated, scalable Power BI solutions.
- Supports data integration efforts to enable seamless reporting.

### 4. Service Planning & Development

- Contributes to the improvement of report automation and efficiency.
- Assists in the migration of legacy reporting systems to Power BI.

## **5. Financial & Resource Management**

- Ensures reporting solutions are optimized for efficiency.
- Contributes to cost-effective data storage and processing practices.

## **6. Service Improvement**

- Implements best practices for report development and automation.
- Continuously enhances Power BI dashboards for improved usability and performance based on stakeholder feedback
- Supports efforts to standardize reporting across multiple datasets in local government.

## **7. Contacts**

- Engages with stakeholders across different services to understand reporting needs.
- Works closely with data teams to ensure effective data integration.

## **8. Additional Responsibilities**

- Undertakes additional tasks aligned with role objectives as required.

## **9. Key Performance Indicators**

- Delivery of high-quality, automated Power BI reports.
- Effective engagement with stakeholders to ensure reporting meets business needs.
- Adoption of reporting created

This profile/JD is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations will form part of this role.

## B. Person Specification

### PBI Developer

This person specification will be used for recruitment to the **PBI Developer** vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Strong experience in Power BI development.	✓	
Knowledge of SQL with a willingness to further develop skills.	✓	
Proven ability to work across multiple datasets in local government.	✓	
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Strong Power BI development skills, including complex reporting and automation.	✓	
Advanced SQL skills, including writing bespoke queries, creating views and interrogating large datasets	✓	
Experience in education analytics and reporting (e.g. SEND, Education) Experience with EYES preferable	✓	
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Experience in developing Power BI reports and dashboards.	✓	
Experience delivering reporting within Education Services	✓	
Experience using SQL to extract, transform and prepare Education data for reporting	✓	
Report automation and optimization experience.	✓	
Proven record and Experience in driving Power Bi usage	✓	

<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Strong Power BI development and visualization skills.	✓	
Expert SQL skills including joins, views, stored procedures and performance optimisation	✓	
Ability to translate stakeholder needs into actionable reports.	✓	
Strong analytical and problem-solving skills.	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
<b>Residents and Community Focus</b>  Ensures reporting supports improvements in council services.  Develops solutions that enhance transparency and accessibility.	✓	
<b>Accountability and Delivery</b>  Provides high-quality, automated Power BI reports.  Manages workload effectively to meet stakeholder expectations.	✓	
<b>Inspirational Collaboration</b>  Supports and guides direct reports in their professional development.  Shares knowledge and promotes best practices.	✓	
<b>Drives Change and Improvement</b>  Identifies opportunities to improve reporting efficiency.  Implements solutions that streamline data and reporting processes.	✓	