

**Job Description:**

**Power BI Data & Reporting Manager**

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| Function: | Government UK & Ireland, Property Professional Services |
| Position: | Power BI Data & Reporting Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Head of Strategic Property Services |
| Additional reporting line to: |  |
| Position location: | London / Swindon / hybrid |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| This role involves working in partnership with a high-profile blue light service organisation to provide reporting and analysis through the Common Data Environment across all contract services to enable the effective management of client premises and to drive strategy and improvement activity.  Reporting to the Head of Strategic Property Services, this role will be part of a team of specialist property analysts and economists deploying a range of analysis, reporting and visualisation techniques across all aspects of the property lifecycle including (but not limited to):   1. Estates analysis; 2. Property finance and cost analysis; 3. Property performance analysis; 4. Asset management, maintenance, and replacement (life cycle planning, forward maintenance planning, compliance). 5. People and workplace management analysis; 6. Capital projects and investment analysis; 7. Facilities management analysis; 8. Energy/Utilities analysis; 9. Contributing to investment appraisal and business case development; 10. Supply chain performance analysis.   The post holder will also play a key role supporting Property Professional Services business development activities and provide leadership and strategic advice in relation to Business Analysis and Reporting within PSS and wider Sodexo, promoting the analytical capability of the team and delivery platforms. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Work closely with the Service Leads in the areas of requirements analysis, UAT of new data sources where required & ultimately design, development, testing and delivery of reporting outputs to their requirements, maintaining an audit trail and quality version and source control for all reporting products. * Ensuring that all items promoted to a production reporting environment have undergone rigorous UAT and that they meet the necessary standards of quality both in terms of content & visual appearance * Work closely with UK IS&T (specifically the BI team) to continually develop and enrich the data sourced to the data warehouse * As the Data & Reporting Analyst, ensure:   1. Implementation of data flows to connect operational systems, data for analytics and business intelligence (BI) systems   2. Documentation of source-to-target mappings   3. Re-engineer manual data flows to enable scaling and repeatable use   4. Support the build of data streaming systems   5. Where appropriate assist with the writing of ETL scripts and code to make sure the ETL process performs optimally   6. Develop business intelligence reports that can be re-used   7. Build accessible data for analysis * Develop the Data Insight & Analysis capability of the Data and Reporting team through:  1. Data Visualisation: Drive the development of best practice in reporting and visualisation with different types of quantitative and qualitative data, include spatial data to ensure the key trends and insight of the data are well communicated and drive decision making in 2. Performance Analysis: Analyse business processes and operations through data to understand performance issues. Then give recommendations for solutions that will drive improvement. 3. Drive Analytic Agenda: The development of dashboards & reports in Power BI and with other Analysts utilising data tools such as analysis in R Studio, Narrative in R Markdown or similar to improve statistical capability through the utilisation of Machine Learning and automation tools 4. Compatibility across multiple platforms & sources: develop data solutions using agile methodology and modern tools and platforms. This can include SQL, Power BI, R Studio, GitHub, Azure data services  * Demonstrate and foster a culture of curiosity in the Data and Reporting team that drives good insight and outcomes that can be measured in number, value and quality. * Establish good working relationships with IS&T and the wider business, Service Operations and Transversal platforms. * To highlight to the contract management team areas where the service can be enhanced for consideration within stakeholder engagement and the account development plan. |
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * To support the delivery of analysis and reporting through the Common Data Environment, including TRIRIGA and other data sources, the main areas of focus and challenge for the role will be:   1. Supporting the transition of data feeds to a Data Warehouse environment, ensuring that data and processes appropriately feeds the analytical platform. Working with the Service Leads, draw out complex requirements from key stakeholders with a view to delivering simple yet concise outputs that satisfy those requirements   2. Deliver contractual, routine and ad-hoc reports from a variety of data sources using the appropriate solutions and where appropriate providing commentary, insight and recommendations.   3. Through the use of Data Intelligence drive insight into specific business questions/issues that may arise as well as proactive insight into future opportunities   4. Develop analysis skills and tools demonstrating that Sodexo and the individual are using best practice techniques and reporting methodologies * Support the Head of Strategic Property Services in the regular Quality Assurance of all data inputs and reporting outputs ensuring full audit trail and visibility of any remedial actions. * To actively participate in the Systems, Data, Analytics, and Insights Community of Practice (CoP), driving service innovation, supporting the evolution of PPS service offerings, growth opportunities and the development of staff in your community through technical leadership, guidance, support, and mentoring * Participate in the 6 monthly review cycle of service solutions ensuring service solutions, processes and standard operating procedures are kept up to date. * Ensure that all data and reporting is conducted in line with Authority and legislative, health and safety and environmental considerations. * Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations. * Fully comply with the Information Security requirements of our contracts. * To take ownership of delivery of wider obligations outside immediate service area as required. |
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Work with Service Leads to deliver reporting and management information to contractual timescales or as agreed for ad-hoc work * Operation and management of the contracts Common Data Environment, BI and BA solution in meeting client and business objectives * Support the Strategic Property Support service lead in the provision of consultancy advice, to be defined and agreed with clients |

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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * A property portfolio of c.200 sites across the Greater London area with overall property services annual revenue budget of c.£190 million and annual capital budget of c.£100 million. * c.50 reports to be produced each month |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Essential * Data analysis skills:   1. Data preparation, exploration and visualisation;   2. Data interrogation and analysis;   3. Application of statistical and/or data-modelling methodologies;   4. Presentation of results using good visualisations. * Data Tooling: Excel; modern tools for analysis and visualization, particularly: Power BI, TRIRGA Reporting (desirable), SQL and R Studio (desirable); and modern communication channels (communities, networks, webinars, etc.) to solve day-to-day technical issues. * Interpersonal skills: Good interpersonal skills and ability to build and maintain strong working relationships with business partners and stakeholders. * Problem solving: A problem-solving approach with curiosity and proactivity to engage and understand both the strategic business goals and our customer’s needs. Awareness of the types of problems in databases, data processes, data products and services * Data Communication and Influencing: Excellent communication and influencing skills, with the ability to take complex ideas, concepts and data sets and communicate their key messages clearly in writing and verbally to a variety of audiences. * Data development process: Can design, build and test data products based on feeds from multiple systems using a range of different storage technologies and/or access methods. Creating repeatable and reusable products. * Data integration design: Can deliver data solutions in accordance with agreed Sodexo standards that ensures services are resilient, scalable and future proof where possible. * Data modelling: Understands the concepts and principles of data modelling and can produce, maintain and update relevant data models for specific business needs. Can reverse-engineer data models from a live system. * Metadata management: Can work with metadata repositories to complete complex tasks such as data and systems integration impact analysis. Can maintain a repository to ensure information remains accurate and up to date. * Programming and build: Developing the ability to design, code, test, correct and document simple programs or scripts under the direction of others. * Technical understanding: Understands core technical concepts related to the role and can apply them with guidance. * Testing: Can execute test scripts and understand the role of testing and how it works. * Data Innovation & improvements: Ability to identify areas of improvement and create innovative approaches to delivering better quality services and products with new tools and the use of data. * Proven track record in uncovering insight and intelligence through leading indicators and predictive measures. * Ability to work both independently and as part of a team, managing own time and priorities as required. * Ability and tenacity to operate and deliver within a changing business and market environment – demonstrate resilience at times of high pressure * Strong Customer Focus * Experience of building effective working relationships both internally and externally * Excellent working knowledge of Microsoft Office * Work in such a way that upholds and promotes the client values of professionalism, integrity, courage, and compassion. * Applicants need to be eligible to pass security vetting carried out by some Clients |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager