

Reporting Solutions Analyst



Role Description:

Reporting into the Head of Reporting and working with the wider IT Team, activities involve the analysis, design and development of accurate reporting that meets the business requirements. The main objective of the position is to analyse, design and develop accurate reporting that meets business user and stakeholder requirements.

As a Reporting Solutions Analyst you will be an integral member of the IT Team, using the skills and knowledge you will learn within the role to perform assigned activities such as defining data requirements, designing dashboards, writing BI Reports and performing ad-hoc analysis for colleagues throughout the business.

This role would also provide you with the opportunity to diversify your skills by assisting the Business Process Automation team with the business' internal Sharepoint application and Nintex Forms.

Your Responsibilities:

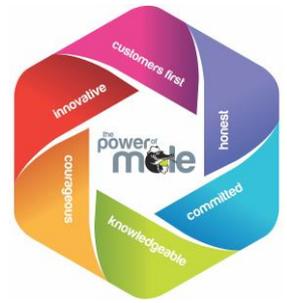
- Develop and expand your skills with SQL and BI reporting software such as PowerBI , TargitBI and SSRS
- Gathering and analysis of business data requirements to develop applicable processes and solutions
- Implementation and rollout of reporting solutions
- Provide technical support for existing reports and dashboards
- Provide status updates on a timely basis to the Head of Reporting and BPA
- Document development work throughout projects undertaken
- To communicate with business users and stakeholders to stay well-informed of industry or business trends

Personal Specification:

Requirement
Experience:
Educated to A Level / Diploma equivalent
Knowledge/Skills:
Excellent computer Skills, i.e., Microsoft Office – Outlook / Excel / Word for emails, data analysis and ad hoc requests
Strong communication skills with the confidence to build relationships at all levels
Ability to document specifications for BI Reports, Dashboards or other Outputs
Ability to provide technical support for existing Reports and Dashboards
Interest in programming languages and Business Intelligence Reporting
Interest in learning the use of reporting platforms such as PowerBI / TargitBI and SSRS
Personal Attributes:
Hard working and keen to progress
Demonstrate Attention to detail
A calm and rational approach to problem solving under pressure
Ability to work within a team environment as well as at individual level
Keen eye to report design



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Behaviours for the role and in line with The Power of Mole:

- **Customers First** – we are always approachable, friendly, and considerate to the needs of our customers
- **Honest** – we have an open way of working and are always respectful of one another
- **Committed** – we exist to serve and protect British agriculture and are committed to those who share our way of life
- **Knowledgeable** – we use our influential voice to create change and support our customers
- **Courageous** – we are passionate and creative people who feel confident to challenge others
- **Innovative** – we work collaboratively as a team to deliver solutions that make a difference

