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| BI Developer |
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| Data and Analytics |
| **Grade:** 2T |

# Organisational overview

Nest is a great government delivery success story. Established in 2010, Nest has been a critical pillar of the government’s automatic enrolment pension programme, with a public service obligation to accept any employer wishing to use the scheme to discharge their automatic enrolment duties.

Now with over 10 million members, our award-winning pension fund is tailored to members’ requirements by combining extensive research and an expert understanding of their needs. First-class investment practice and governance are the backbone of our organisation. We invest responsibly and sustainably and are always transparent about the choices we make. It is both a privilege and a responsibility to help each of our members achieve the retirement they want.

It’s important that Nest has an equally diverse workforce and promotes an inclusive culture. This is in line with the organisation’s values and ensures that Nest is a corporation fit for the future.

# Departmental/Directorate overview

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| Nest is on a path to use its data and insight to drive decision making, and we’re just at the beginning of the journey.  The Data & Analytics department is leading how we do it, working across the organisation because data is a team sport – if we’re going to be successful, we need to make sure that our data delivers what the organisation needs.  We work in an outsource model at Nest, and the D&A team works closely with our new back office & customer experience supplier on designing our future service, launching in 2023.The directorate includes:* **Business Intelligence** – The BI team start with the data at source, and deliver lovely data visualisations to make Nest’s data intuitive to understand.
* **Customer insight** – putting our customers at the heart of Nest – understanding their needs through research, surveys and digital insight
* **Data**– planning and executing a strategy for managing high quality data as an enterprise, making it easy for BI, analysis and modelling to happen and be automated
* **Partnership leads** – working with our new outsourced customer experience provider to make sure the right data & insight flows between the organisations from 2023
* **Data strategy** – working on Nest’s data literacy, data governance, and a strategy for how we can all collaborate to make our data a really useful shared asset for Nest
* **Analytics** – taking all the data we have and creating value for the organisation – understanding our customer and our business, and doing descriptive, predictive and prescriptive analysis and modelling to help Nest to make decisions

If you love data and insight, and you’d like to help us on this journey, you’re our people.  Come and join us. |

# The role

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| As a BI Developer, you will use your technical and reporting knowledge to deliver the right data, BI and analytics solutions to the business, empowering them to make better decisions.  |

# Scope and deliverables

## Accountability

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| * taking our data from source to insight to make better decisions
* delivering of a suite of BAU, ad-hoc and self-serve reports to the business
* delivering automation and enhancements to reporting and dashboards
* peer reviewing the code and output of peers
* helping to define business data definitions
* presenting insights through reports and visualisations
* working closely with Business Analysts to understand and deliver customers’ needs and proactively identify opportunities
* managing any defects or data quality issues associated with data
* ensuring appropriate access controls for the team’s shared folders
* overseeing permissions and training for colleagues to handle personally identifiable information (PII)
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## Deliverables

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| * reporting and visualisations to meet the needs of both internal and external stakeholders
* self-serve reporting within a centralised Business Intelligence (BI) Hub - our platform for sharing
* delivering ad-hoc data requests, visualisations and insights for all parts of the business
* interpreting and analysing data
* using query tools, transforming data into meaningful insights, and to create data models
* working with stakeholders to analyse and translate requirements into data solutions
* automating and continuously improving the existing suite of reports and dashboards
* embedding proactive data validation
* presenting insights and stories to key stakeholders
* documenting all BI, data access and quality assurance processes
* championing the work of the team and how we can deliver benefits to the business
* challenging the status quo
* employing the latest and best design, data visualisation and user experience principles.
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## Relationships and autonomy

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| * reporting to the Head of Business Intelligence
* working closely with the team, other directorates across Nest, the scheme administrator, and external stakeholders including DWP and TPR although these may be subject to change
* fostering a data analytics community across the corporation
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# Role requirements

## Experience and technical skills

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| * excellent technical skills, and some experience of SQL, R or Dax
* experience with business intelligence and visualisation tools, preferably Power BI
* advanced analytical skills with a well-developed ability to understand and assess trends, highlighting key insights from a large volume of data
* preferably some knowledge of statistics and its use in analysing datasets
* proven stakeholder management skills and building relationships
* business analysis skills to elicit and translate business requirements into data solutions
* understanding of data warehousing principles and working knowledge of BI technologies
* verbal and written communication skills in presenting analysis and insights
* experience of building credibility across a business
* adhering to data quality and governance protocols
* commercial awareness
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## Personal attributes

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| * ability to communicate complex issues to a non-technical audience
* ability to plan and organise workloads and competing deadlines
* ability to work without close supervision
* the ability to work in a rapidly changing environment, dealing equally with strategic and operational issues
* good attention to detail
* customer-focused
* a sense of personal accountability
* inquisitive and proactive
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## Differentiators

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| Nest is starting its journey to become data-driven. This role will play a critical part in making that a success. It represents an exciting opportunity to have a far-reaching impact across all areas of the business, helping to drive, shape and improve the deliverables of the directorate in support of strategic goals. |

## Working pattern

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| At Nest we recognise the importance of having a good work/life balance and as such, encourage a flexible approach to work in terms of working hours, patterns and location. This can be discussed and agreed with your line manager. |

## Grade Descriptor

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| Works to achieve operational targets with a significant or direct impact on directorate's results in a short-to mid-term through delegation to a team. Works independently with limited supervision. |

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