

JOB DESCRIPTION

JOB TITLE: Business Intelligence Analyst (BI Analyst)

LOCATION : WBC2

REPORTING TO: Service Delivery Director

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

We are looking for a Business Intelligence Analyst to join our team! As a Business Intelligence Analyst you will collaborate with all other departments (Finance, Operations, Shared Services and Safety) of our company.

You will attend regular in-house training in an effort to maximize proficiency and productivity with our products and services. With the experience gained through this job you will be able to develop an internal career path and grow within the company.

Main Duties & Responsibilities:

Business Intelligence Analysts are responsible for gathering business data through many different ways including gathering this data through mining a company's computer data, looking at competitor data and industry trends.

With the data collected, they help develop a picture of company's performance and efficiency.

Accordingly, they suggest solutions for improvement.

- Develop and manage solutions on the Microsoft Power Platform (Office 365) – Power BI, PowerApps and MS Forms/Flow
- Provide reports, processes and Excel VBA applications through the application life cycle
- Collaborate with business users
- Analyze business processes and requirements
- Create and maintain documentation including requirements, design and user manuals
- Identify opportunities to improve processes and strategies with technology solutions
- Identify development needs in order to improve and streamline operations
- Business Intelligence Analysis

Person Specification:

Essential

- Knowledge of data storage such as SQL Server skills including SQL objects development, performance tuning, data analysis and integration
- Knowledge in Technology such as SharePoint, Power BI, MS Power platform
- Ability to understand the part coding can play in the BI space to generate reports and processes
- Excellent analytical and problem solving skills
- Ability to contribute both independently and as part of a team
- Excellent listening, communication, interpersonal and presentation skills

Desirable

- College Degree in Computer Science, Information Technology, Finance or similar

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.