

# Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

## Who we are

We're a sector leading Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

## How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework is available on our website.

### Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

#### Our Standards

Be inclusive  
Be a leader

#### Our Behaviours

Be adaptable  
Be smart working

### Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

#### Our Standards

Be knowledgeable  
Be skilled

#### Our Behaviours

Be collaborative  
Be smart working

### Own it

Take personal responsibility for making things happen and seeing things through.

#### Our Standards

Show integrity  
Be ethical

#### Our Behaviours

Be empowered  
Be accountable

### Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

#### Our Standards

Be an advocate

#### Our Behaviours

Be supportive  
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

# Business Intelligence Developer

Who's in my team?	
Team	Data & Technology
Line Manager	Business Intelligence Manager
My direct reports	N/A
Updated	December 2024

**What's my role?**

Helping us to become a data driven organisation with a suite of self-service visualisations that help us understand complex data, identify trends, forecast predictions and make informed decisions. Helping us build a better customer experience by improving reporting efficiency and improving staff satisfaction.

- What am I accountable for?**
- **Data visualisation** - Provide meaningful business value through easy-to-comprehend data visualisations.
  - **Reporting** – Deploy, configure and own BI reports used for enterprise-wide consumption and external distribution.
  - **Self-service** - Develop BI dashboards that enable others to perform self-service analytics.
  - **Insight** - Support ad-hoc data, analytics and report requests with strict deadlines to support business decisions.
  - **Data integrity and optimisation** - Develop BI solutions that evaluate data integrity, quality and consistency.
  - **Collaboration and requirement gathering** - Work collaboratively with data owners and stewards to define BI requirements.
  - **Support** - Troubleshoot and resolve data integrity and performance issues and drive continuous improvement.
  - **Documentation** - Maintain documentation for data models, report development and data flow processes.
  - **Training** - Assist in the training and development of analysts across the business.
  - **Administration** - Maintain and support the Microsoft BI stack.

- To carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
  - Professional standards, reflecting our values and behaviour framework
  - Policies, procedures, and code of conduct
  - Commitment to equality, diversity, and inclusion
  - Health and safety responsibilities
  - Confidential reporting (whistleblowing) polices

## What do I need?

### Entry Requirements:

- Excellent communication and collaboration skills
- Excellent data visualisations and story-telling skills
- Strong understanding of BI and self-service analytics
- Proven experience using BI tools to transform data, create data models, visualise data and share assets
- Good understanding of data analysis and data quality assessment
- Good understanding of data security and data sensitivity
- Evidence of continuous professional improvement

### Proficient Requirements:

- Expertise using tools from the Microsoft BI stack like SQL Server, Excel, Power BI Desktop and Power BI Service
- Knowledge of security in Power BI Service including row level security
- Proficient in T-SQL, Power Query and Data Analysis Expressions (DAX)
- Expertise developing shared datasets that follow best practice guidelines
- Expertise developing report templates and applying corporate branding
- Understanding of enterprise-wide self-service analytics, reporting and dashboards
- Understanding of Strategic, Operational, Analytical and Tactical reporting
- Housing industry experience is not essential but desired
- MS Power BI Data Analyst PL-300 certification is not essential but desired