**POSITION DESCRIPTION**

**Position title: Microsoft Power BI developer**

**Location: Head Office**

**Reports to:** Business Intelligence and Reporting Manager

**Entities:**  GMHBA

**Organisational level:** Professional / Technical specialist

**Reports:**  None

**Job Purpose:**

As an experienced Microsoft Power BI Developer, this role will play a pivotal role in the GMHBA Data/Business Intelligence uplift project to transition existing Business Intelligence solutions to Microsoft Power BI.

Leveraging significant expertise in Power BI, data modelling, and visualisation, you will collaborate with cross-functional teams to design, develop, and deploy effective and dynamic business intelligence solutions into meaningful insights for informed business decision-making. The ideal candidate possesses a strong analytical mindset, technical proficiency, and the ability to translate business requirements into actionable visualisations and insights.

Microsoft Power BI Developer will support the Business Intelligence Manager in uplifting overall proficiency of Microsoft Power BI understanding across the Business Intelligence team, and other analysts within GMHBA.

**Accountabilities:**

**Project Planning and Implementation**

* Collaborate with project stakeholders to understand migration objectives and requirements and translate them into technical specifications.
* Support the Business Intelligence Manager to assess existing Business Intelligence assets and develop a comprehensive migration plan.
* Execute the project migration plan, ensuring a seamless transition of existing Business Intelligence assets to the new Microsoft Power BI environment.
* Conduct thorough testing of migrated reports to identify and address any discrepancies or issues, and ensure migrated solutions meet specified business requirements.
* Maintain comprehensive documentation for Power BI solutions, including data sources, transformations, and report logic, and provide training and documentation for end-users as needed.
* Consider problems or issues that may arise and use lateral thinking to resolve or recommend solutions.

**Microsoft Power BI Development**

* Create and develop visually compelling, dynamic and insightful reports and dashboards using Power BI.
* Create and maintain documentation related to Power BI solutions, including data models, reports, and dashboards.
* Maintain all data security protocols in the Business Intelligence environment.
* Build and maintain dashboards and models to ensure they meet the changing needs of the business.

**Data Governance**

* Monitor compliance with data governance rules and processes and flag potential issues for resolution.
* Analyse and map new data for Datawarehouse uplifts

**Data Architecture and Dashboard reporting**

* Actively contribute to conversations regarding the best approach to data architecture in the BI environment.
* Assist data team with relevant information for the data dictionary, when onboarding new data fields or sources into the Datawarehouse.
* Build Data models to support the build Power BI dashboards

**Stakeholders & Advice**

* Provide advice, share knowledge, and identify solutions/wins with others to facilitate strong team performance.
* Support and uplift existing Business Intelligence analysts in Microsoft Power BI acumen.
* Maintain positive and constructive relationships with internal and external stakeholders.
* Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings.
* Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes.

**Other**

* Uphold the company values, culture, and performance standards.
* Participate in the roll-out of business change programs designed to strengthen GMHBA’s performance.
* Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment.
* It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
* The accountabilities described within may be altered in accordance with the changing requirements of the role.
* Perform 1st Line of Defence duties by identifying operational risks, assist in investigating their root causes and provide support to mitigate risk through understanding control effectiveness and recommending risk improvement.

**Key Relationships:**

|  |  |
| --- | --- |
| **Internal:*** Business Intelligence Team
* Data Team
* Tech & Data Teams
* Analysts across GMHBA business units
* Relevant business stakeholders
 | **External:*** External Business partners
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**Skills, Experience and Qualifications:**

**Mandatory**

* Bachelor’s degree in computer science, Information Systems, or related field.
* Highly Proficient (5+ years’ experience) in Microsoft Power BI, including data modelling, DAX, report development, and Paginated Reports.
* Solid understanding of business intelligence concepts and best practices.
* 3+ years’ experience in querying SQL tables.
* Strong understanding of data principles, data warehouse concepts, data models and data governance.
* Strong Microsoft Office skills (MS excel/Word).

**Highly desirable**

* Microsoft Power BI certification.
* Experience in Microsoft Azure services.
* Knowledge of Private Health Insurance Industry.
* Experience in data migration projects, including assessing and migrating Power BI assets.
* Familiarity with version control systems for Power BI (Visual Studio/GIT).
* SQL Server Report (SSRS) development.
* Experience with Qlik of other business intelligence tools and technologies