

# Digital Team: Junior BI Developer



**Salary Range:** £30,000

**Accountable to:** Head of Infrastructure and Cyber Security

## Job Profile

The Digital team is continuing to build Enable's data capability to ensure high-quality, timely and accurate reporting across all pillars of the organisation.

This role is designed as a development opportunity for an individual with a strong interest in data, reporting and Power BI who wishes to build a career in business intelligence, reporting and data engineering. The primary focus of the role will be the preparation, structuring and presentation of data in a clear and consistent format to support operational teams in making informed decisions.

Initially, the post holder will focus on developing, maintaining and modernising Power BI reports and dashboards, improving legacy reports, and ensuring data outputs are reliable and easy to interpret. The role will involve data cleansing, transformation and modelling activities, alongside documentation of data sources and reporting processes.

Over time, the successful candidate will gain exposure to Azure SQL, Azure Data Factory (ADF), data pipelines and ETL processes, supporting the current Data Engineer in maintaining and enhancing the organisation's data platform. The role will work closely with the wider Digital team to ensure reporting outputs are accurate, consistent and aligned to business requirements.

## Understanding and utilising data sources

- Develop an understanding of the key data sources and data flows between internal and external systems across the organisation.
- Work with internal stakeholders to understand how data is used in operational, compliance and management reporting.
- Document business and data-related processes clearly and accurately.
- Support the preparation, cleansing and structuring of data to ensure report outputs are consistent and reliable.
- Contribute to improving reporting processes by identifying opportunities to streamline data preparation and reduce manual effort.
- Assist the current Data Engineer in reviewing existing reports and supporting improvements or modernisation where required.
- Support contingency and documentation activities to ensure reporting processes remain maintainable and resilient.

## Understanding business information requirements

- Engage with stakeholders to understand operational, compliance and management reporting needs.
- Translate business reporting requirements into structured Power BI reports and datasets.

- Support the prioritisation and delivery of reporting requests in line with agreed Digital Team processes.
- Assist in maintaining a clear and consistent approach to KPI definitions and report logic across the organisation.
- Contribute to the modernisation of existing reports, ensuring outputs are aligned to current business needs.
- Support the development of self-service reporting capabilities by ensuring datasets are well structured and easy to use.
- Work with the current Data Engineer to review feedback from stakeholders and implement improvements to reports where appropriate.

## Post Holder Criteria

	Essential Criteria	Desirable Criteria
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Demonstrates a data-first mindset, thinking logically about how information is structured, stored, transformed and used in reporting.</li> <li>➤ Understanding of the customer operational order/ delivery / invoicing/ payroll processes used in any business.</li> <li>➤ Basic understanding of relational databases and structured datasets</li> <li>➤ Awareness of data accuracy, governance and confidentiality principles</li> </ul>	
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>➤ Basic knowledge of SQL querying</li> <li>➤ Skilled in data management / visualisation tools such as Power BI</li> <li>➤ Advanced user of Excel</li> <li>➤ Experience with Power Query</li> <li>➤ Ability to combine and structure data from multiple sources</li> <li>➤ Ability to document data processes clearly and accurately</li> <li>➤ Ability to explain data outputs to non-technical stakeholders</li> <li>➤ Strong attention to detail and accuracy</li> <li>➤ Ability to manage workload and meet deadlines</li> <li>➤ Ability to work with a variety of stakeholders, some of whom will not be data or digitally literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of the social care sector</li> <li>➤ Knowledge of learning disability</li> <li>➤ Previous experience of workforce management systems</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>➤ Experience producing structured reports or dashboards using Power BI or similar tools</li> <li>➤ Experience cleansing and preparing structured data</li> <li>➤ Experience working with business stakeholders to gather reporting requirements</li> <li>➤ Experience handling operational data with a high degree of accuracy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Exposure to SQL</li> <li>➤ Awareness of Azure Data Factory concepts</li> <li>➤ Understanding of basic data modelling principles</li> <li>➤ Python or other coding language</li> </ul>
	<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience working with HR, Payroll or Finance system data</li> <li>➤ Exposure to data warehousing or ETL concepts</li> <li>➤ Experience querying data from workforce management systems</li> <li>➤ Experience connecting to third-party systems or APIs</li> </ul>