

Job Description

Job Title:	BI Developer/ Data Analyst
Department:	Data Office
Certified Role:	No
Reports to:	Chief Data Officer
Direct Reports:	No
Budget Responsibility:	No
Job code:	DP09

Purpose of role: Support the development and use of data systems for Financial, Risk and other information flows automation in a timely and securely manner across the Bank, using Alteryx and other Data Management tools. As part of our Data Office, you will work closely with both, a) IT team to ensure system consistency and b) you will also collaborate with business users to provide technical support, identify new requirements and develop the solutions. Communication and organization skills are keys for this position, along with a problem-solution attitude.

Primary Responsibilities of Role:

- Work and engage with business users and SMEs to understand business and information needs, which will then feed into the design and implementation of the Bank's data solutions (databases and reporting)
- Acquiring data from primary or secondary data sources and maintaining the data hub, develop data workflows using Alteryx. Implement data analysis and other initiatives that optimize data quality and process efficiencies for the bank.
- Produce key regular reports for every business area of the bank to reduce the manual process, evaluate proposed changes and document refinements,
- Where required, support the training of business analysts/data champions in the Bank to enable them to use the reporting and data management tools and to become self-sufficient in sourcing the data
- Contribute to creation and updating of the data collection and analysis procedures to ensure fast access to metrics
- Contribute to the reviewing data collection processes and assessing the validity of the information being stored
- Using a range of data-driven solutions such as financial modelling, time series analysis, KPI and management reporting, contribute to the data management improvement opportunities.
- Apply data visualisation tools such as PowerBI to prepare dashboards to internal teams and clients
- Ensure Alteryx workflows and ETL processes can produce accurate reports, troubleshoot any reported issues, proactively identify and rectify deficiencies in those processes, proactively analyse data for possible inconsistencies that may skew analytical results
- Deliver and support the team's commitments and embrace continuous improvement across the wider operations department and the Bank to help the drive business forward.

Other roles and responsibilities include, but are not limited to:

- Show awareness of potential data integrity, confidentiality, and availability risks.
- Provide informal guidance and share knowledge with colleagues to enable them to contribute to the overall business goals.
- Support improvements and innovation in technologies/practices that will drive the direction of the Analytical stack and benefit the business
- Collaborate closely with a variety of technical and non-technical audiences to share knowledge and ideas, whilst influencing, challenging, and taking on feedback

Conduct Requirements:

Individual Conduct Rules:

Rule 1: You must act with integrity.

Rule 2: You must act with due skill, care and diligence.

Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators.

Rule 4: You must pay due regard to the interests of customers and treat them fairly.

Rule 5: You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

- Bachelor's degree in finance, accounting, mathematics, economics, computer science, Information management or statistics, or equivalent.
- Any professional qualifications for Alteryx, Azure Data Solutions (Data Factory, Synapse, Blob Storage), MS BI using Cloud Solutions and SSxS are desirable but not essential.

Experience/Knowledge:

- At least 3 years postgraduation experience, ideally within Banking Industry or in wider Financial Services
- Proven experience as a data analyst, a Business Intelligence analyst/developer or in equivalent position with strong technical skills in Alteryx, BI/Analytics using mainly Microsoft Solutions, data management, etc.
- Excellent understanding of data preparation and management functions (collection, analysis, distribution etc.)
- High proficiency in Microsoft Office applications, with strong analytical skills and commercial awareness
- Must have good proficiency with Alteryx
- Proficiency with agile data & reporting tools like PowerBI (preferably), Tableau, Qlik, etc. is advantageous.
- Experience in supporting of data reporting governance framework and championing its adoption within the organisation is highly beneficial

Functional/Technical Skills:

- Must have ability to deliver the workflows using Alteryx.
- Excellent attention to detail and high level of accuracy
- Good analytical and problem-solving skills
- Advanced knowledge of Excel essential
- A working knowledge of Word & PowerPoint is desirable
- Familiarity with modern database and information system technologies, data and business architecture
- Desired additional technical skills: Azure SQL, Blob, Synapse, Azure Data Factory; ETL Development like SSIS and Data Factor

- Ability to create proof-of-concepts or other prototypes using a variety of technologies and platforms as required

Interpersonal Skills:

- Strong communication and organization skills,
- Able to take initiatives and be a good team player
- Stakeholder management skills and the experience of working with colleagues across different levels of an organisation are highly beneficial
- Good MI presentation skills

Languages: (if applicable)

- Proficiency in writing and speaking English is essential

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	Competency	Level
1	Professionalism	2
2	Client Focus	2
3	Decision Making & Accountability	2
4	Working with Others	2
5	Change Orientation	2
6	Risk Awareness	2

Signed:

Date: