ROLE PROFILE

ROLE TITLE	Data Developer
DEPARTMENT	Information Technology
DIRECTORATE	Orbit Corporate Services
RESPONSIBLE TO	IT Operations Product Lead
RESPONSIBLE FOR	None

ROLE PURPOSE	*One or two sentences giving a simple statement of why the role exists*
To provide group wide management information and reporting solutions that will support and inform the organisation in meeting its strategic goals.	

ACCOUNTABILITIES / RESPONSBILITIES	*Statement of the main areas of accountability and responsibility*

- Work with the business to develop and support its reporting requirements, this includes the creation of system generated reports, by creating SQL Stored Procedures, then creating design views and tables, verification of data to ensure it matches to the system, then place on to Main Housing System and ensure specifications and stored procedures are fully documented.
- Work with the business to design and develop the business reporting tool utilising SQL Server 2008R2 - 2019 from initial design through to report delivery
- Work with the business to develop and support its reporting requirements, this includes the creation of system generated reports/dashboards (Power BI), using SQL Server 2008R2 - 2019 Reporting Services (SSRS)
- Transfer data from a variety of sources and databases into a reporting repository using SQL Server 2019 Integration Services (SSIS) and experience of Azure Data Factory
- Verification of data to ensure it matches to the original source data with automated unit testing
- Maintenance of documentation for technical specification and procedures, working with Microsoft DevOps work items to deliver functionality
- Work with the business to develop and support workflows to enhance the Housing Applications, this includes the creation of workflow using visual basic and place on to Main Housing System and ensure specifications are fully documented
- Work with the business and external Housing Associations/Local Authorities in undertaking additional housing stock into the housing systems, this includes the identification of data required, creation of data loaders and mapping of data against third party data to ensure data can be imported

and then convert the data into a format or codes required for the import into the Main Housing Systems, then placing into data import files before uploading into the system, ensuring that the process and procedures are fully documented and data verified for audit purposes.
- Work with the business and external Housing Associations to undertake the transfer of housing stock to another organisation, this includes the identification of data required by the third party, creation of SQL Stored Procedures to extract data in the format required, ensuring that the process and stored procedures are fully documented and data verified for audit purposes
- Assist with the implementation and testing of software upgrades
- Undertake the role of 3rd line support on problems and queries on the main Housing System

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS		*The tools needed to do the role*
Essential	- Experience of Microsoft operating system and applications - High level of Report Writing tools and practices - High level of Database Architecture and Design - High level of SQL 2019 SQL Stored Procedures - High level of SSIS - High level of SSRS - High level of Reporting Development Tools - High level of Database technologies - Experience implementing best practices - Ability to analyse and document complex business processes - Experience interacting directly with end users for both projects and day to day work - Prioritise multiple tasks effectively and successfully engage in multiple initiatives simultaneously - Work on own initiative - Good written and verbal communication skills	
Desirable	- Azure Data Lake, Data Factory and Synapse Technology - Power BI - Experience of Housing sector software (ActiveH) - Experience of creating ActiveH workflows - Experience of using Source Control tools - Experience of Automated Deployment - Agile Project Delivery - ITIL	

COMPETENCIES		
Personal attributes/behaviours the role holder must possess to be successful in the role		*Level*
Customer First	• Committed to putting both internal and external customers first and have the ability to deliver a consistently high-quality service	n/a
Honesty	• Challenge my values, assumptions and behaviours • Communicate in flexible, confident and persuasive ways • Regularly push myself out of my comfort zone • Offer and welcome positive, critical feedback	3
Respect	• Actively promote respect, diversity, equality and fairness • Be empathetic and take account of individuals' differences and needs • Address unacceptable language or behaviour • Check understanding and encourage challenge	3
Excellence	• Challenge myself and others to improve and perform better • Produce, lead and implement plans for change • Promote and champion the need for change style and improvement • Recognise and address the impact of change on colleagues and customers	3
Innovation	• Encourage and work with others to generate new ideas and approaches • Look and learn from outside our sector • Break down complex issues into smaller parts to find improvements • Analyse the costs and benefits of proposals	3
Partnership	• Build great partnerships across boundaries • Know and use people's diverse talents • Develop and overcome weaknesses • Create and maintain useful networks	3
Leadership		N/A

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	

Job Code:
Date: MONTH 2020