**** **Job Description**

# **Job Title:** Lead Reporting Developer

**Responsible To:** MIS Assistant Manager: Data

**Job Purpose:** To ensure the consistent reporting of data across all MIS reporting and dashboard systems; to work with the Manager: Business and Information Systems to develop a robust data warehouse.

## Principal Responsibilities

1. To ensure the consistent reporting of data across all MIS reporting and dashboard systems; to ensure the College gains maximum benefit from MIS data by writing and reviewing reports and dashboards and recommending and implementing changes to these;
2. To lead the technical development aspects of data and reporting projects as directed by the MIS Assistant Manager: Data;
3. To review ad-hoc data requests received by the department and determine if they should be incorporated into standard reports or dashboards
4. To work with the Manager Business and Information Systems to design, develop and implement a robust data warehouse to support accurate and timely reporting;
5. To work with the wider developer team to develop appropriate procedures to populate the data warehouse using SQL scripts;
6. To gather, analyse and document user reporting requirements and develop or adapt appropriate data warehouse tables, reports and dashboards to support this;
7. To document the structure, sources and transformation rules of the data warehouse;
8. To work with the other members of the Business and Information Systems function to improve data quality, accuracy and availability; To understand the importance of data quality and proactively take steps to maintain and improve this;
9. To challenge accepted systems, processes or knowledge and propose alternatives where better solutions exist;
10. To perform any other appropriate duties which may be required from time to time by line management or the Senior Management Team;
11. To deal with information enquiries from both internal and external sources.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.