

**TEES VALLEY COMBINED AUTHORITY**

**JOB DESCRIPTION**

**Post Title:** Business Intelligence & Analytics Officer

**Grade:** I

**Salary:** £25,543 to £27,107 per annum

**Hours per week**: 37

**Duration:** Permanent

**Responsible to:** Management Information and Business Intelligence Manager

## Job Purpose

The post will be part of the Business Intelligence Team and support a range of BI development and analytics projects, which will ensure actionable insight enhances TVCA operations.

The post holder will have an expansive role across the TVCA group to develop and support systems which manage, analyse and report data.

The post will help shape and support systems solutions for TVCA which will provide valuable business intelligence and assist key decision making in the delivery of the Authority’s Investment Plan.

## Duties & Responsibilities

1. Work alongside the Business Intelligence team to collect requirements, design, and build business intelligence solutions for the Combined Authority group.
2. Support senior managers to understand data and how to use it to identify and solve problems, providing advice, reports and data visualisations as required.
3. Work with stakeholders across the Combined Authority group and it’s partners to identify core business processes and workflows, associated interdependencies, and risks.
4. Facilitate workshops with subject matter experts, using data to map ‘as is’ processes, identify opportunities to improve processes, and map the ‘to be’ processes for service implementation.
5. Ensure that analytics products are of a high-standard, and where possible are descriptive (what is happening), diagnostic (why is it happening), predictive (what may happen in the future) and prescriptive (what should we do).
6. Support the MI & BI Manager in discharging their role as lead for all corporate management information systems
7. Take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
8. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
9. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
10. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.