

JOB DESCRIPTION

JOB DETAILS

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| Job Title: | BI Architect |
| Band: | 8B |
| Reports to: | Head of Information and Business Intelligence |
| Location: | Salisbury District Hospital |

JOB PURPOSE AND FREEDOM TO ACT

To manage the data warehousing and development teams ensuring that they provide a responsive, high quality service to the Trust. In conjunction with the Head of Information and Business Intelligence, lead the development of comprehensive business intelligence systems to support strategic planning, performance management and informed decision making.

To undertake the role of the Trust warehouse architect and lead on ensuring the Trust develops and maintains a resilient business intelligence platform fit for current and future requirements. To manage the overall work programme and skill set within the development team including systems integration, having oversight of the potential current and future development needs, working alongside Informatics and wider stakeholders to ensure future solutions are fit for purpose.

To encourage use of the information, data analysis and business intelligence throughout the Trust, enabling staff to obtain the information they require readily through the Trust's information systems.

SCOPE OF THE JOB

- Management of capital budgets relevant to your projects/area
- Managing projects which span the whole organisation
- Overall line manager responsibility for about 9 members of staff to include: appraisal and review of performance, strategic overview of department work schedules, cascading information about Trust wide issues.
- Representing the Trust at local, regional and national level.

Key Result Areas

Data Warehouse/Business Intelligence

- Act as the Trust's BI architect, providing strategic and tactical advice and guidance to the organisation including the provision of a rolling workplan for continuous development of content.
- In conjunction with colleagues in Informatics and stakeholders both internal and external to the Trust, lead on ensuring the Trust maintains a fit for purpose business intelligence platform including data warehouse and data marts for existing and future BI tools. This must include being compliant with national and local data standards
- Maintain robust documentation for the data warehouse, ensuring consistent change management methodologies are adhered to in line with Informatics agreed practices

Software Development and Systems Integration

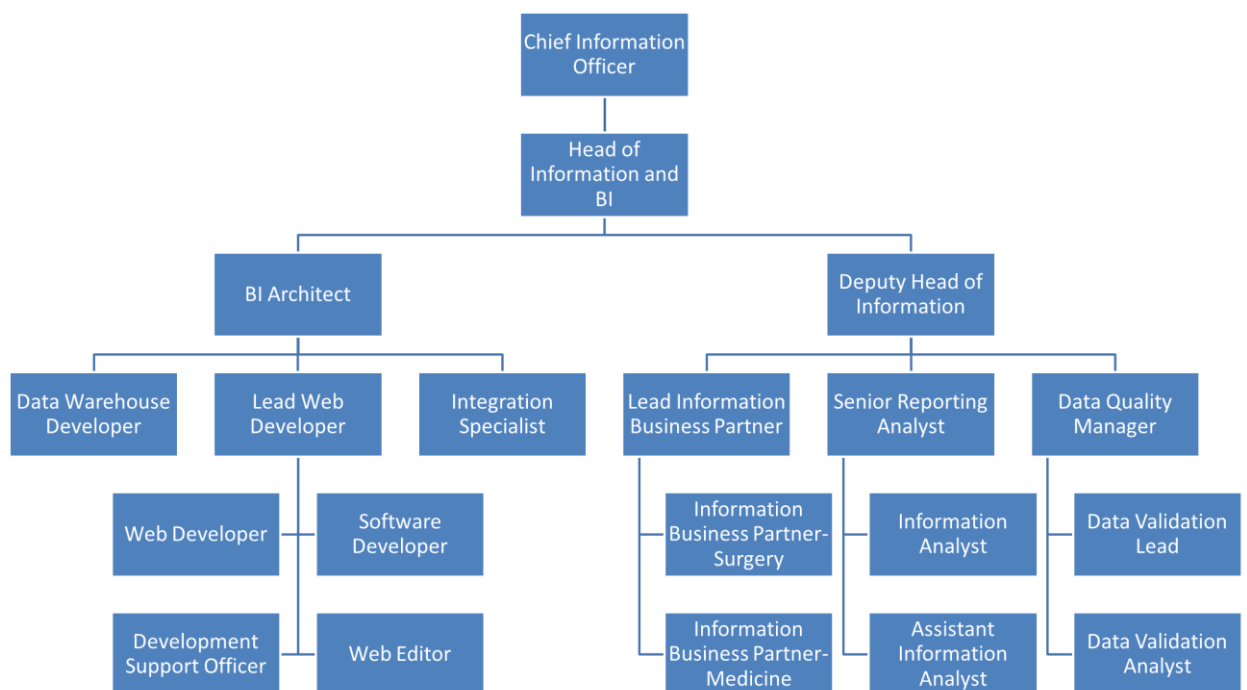
- Act as a design authority for the Software Development section of the team
- Ensure that products delivered by this section are built to a rigorous methodology and follow industry best practice wherever possible.
- Ensure all policies and procedures are kept up to date and are adhered to, undertaking audits as required to ensure the Trust is compliant with cyber essentials plan and the data security and protection toolkit
- Be senior architect for the design, development and operation of the Trust's data warehouse service.
- To take overall responsibility for the development of a robust information management framework, promoting the use of suitable tools and applications.
- To lead the development of local business intelligence policies to reflect national and local imperatives ensuring these are integral to the strategic direction of the Trust.
- Responsible for the management and development of information systems across the organisation as a major job responsibility.
- Responsible for leading on systems integration support across the Trust, remaining adherent to the interoperability principles outlined by NHS Digital and NHSX as well as industry standards.

Other

- To provide leadership for the warehousing and development teams overseeing the management and development of the service to ensure that it meets the Trust's core business objectives.
- Act as the subject matter expert in all aspects of the role's remit.
- Manage the staff within the role's remit in accordance with Trust policies and procedures. Support staff's personal development through the Trust's IPR process.
- In conjunction with the Head of Information and BI, develop a workforce strategy for the Business Intelligence department which promotes a culture of professionalism, offers development opportunities for staff and provides the structures for delivery of a high class service.

- Ensure that a fit for purpose documentation is in place for all processes undertaken within both the post holder's teams.
- To maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control.
- To embrace and promote the Trust values and behaviours.
- The post holder will be expected to be an Information Asset Owner and Administrator as requested by the Chief Information Officer, including those tasks required of these roles.
- Be part of the on call rota as agreed with the Chief Information Officer

Organisational Context



Qualifications, Skills, Knowledge and Experience

Qualifications

- Masters Degree or equivalent in numerical subject, and evidence of continuing professional development
- High level statistical knowledge

- At least four years experience working in an NHS IM&T Department in the NHS or another large organization with at least 2 working within an Information service.
- At least four years' management experience

Knowledge

- Expert knowledge of NHS data sources
- Clear understanding of NHS patient activity information, statutory data requirements, data definitions and performance measures
- Excellent software skills, including Windows products and relational databases (including SQL) including advanced keyboard skills to enable the rapid and accurate manipulation of data at speed.
- Excellent software development skills
- Sound working knowledge of design architecture, data warehousing, and analytical methods.

Planning and Organisational Skills

- Leadership and motivation to innovate in the workplace
- Ability to motivate self and others to achieve success
- Ability to work under pressure and to tight deadlines
- Good interpersonal and communication skills and able to liaise with different levels of staff
- Negotiating and influencing skills
- Good staff management, development and motivational skills

Analytical and Judgement Skills

- Ability to generate detailed data reports and to inform decision making
- Excellent numeracy and data analysis skills
- Good problem solving skills
- Ability to understand information needs and deliver the patient activity reporting to support this in a rapidly changing environment
- Skilled in the presentation and interpretation of data
- Ability to interpret, analyse and resolve highly complex IM&T problems where leading opinions may conflict

Experience

- At least 4 years' experience in information analysis and interpretation or software design
- Experience relevant to working in an acute Trust
- Leading and effecting successful change
- Proven experience of resolving complex information issues and communicating these to staff at all levels
- Managing teams

Working Conditions & Effort

- This role requires the ability to juggle complex issues whilst dealing with demands from Executive Directors, clinicians and Senior Managers
- The role requires flexibility in approach with working hours with occasional evening and weekend working being required
- The role requires communication with external contacts of high profile

- High levels of concentration and mental effort required whilst handling frequent interruptions to answer complex queries from stakeholders and staff members
- The role is primarily office based and there is a requirement to use VDU equipment more or less continuously on most days

COMMUNICATIONS AND RELATIONSHIPS SKILLS

1. The post holder must have the skills and experience to receive, interpret and communicate highly complex service related matters, at the highest level. This may be internal, external, written and/or verbal.
2. Be able to communicate clearly and concisely to a wide range of groups at all levels throughout the Trust, e.g. business cases, national initiatives and Facilities Directorate issues
3. The post holder will be required to communicate orally and in writing to the Trust Board and its delegated committees.

WORKING TO THE TRUST'S VALUES AND BEHAVIOURS

Patient centred and safe

1. You will put patients and carers at the centre of your thinking, however indirectly you work for them, remembering the overall Trust aim to provide high quality local services for the population.
2. You will adopt a positive approach to change, offer ideas for improving services and direct or indirect patient experience in a collaborative manner.

Professional

1. You will understand your own emotions and recognise the impact on others.
2. You will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
3. If using a social networking site or other on line forum you will act responsibly at all times and uphold the reputation of *your work area* and the organisation.

Friendly

1. You will show warmth and empathy towards your colleagues and other agencies, making it clear you are always happy to help.
2. You will show compassion and kindness towards others, giving time to listen before responding to need
3. You will show respect to colleagues, treating them equally regardless of their background.

Responsive

1. You will approach your duties and tasks in an organised, planned and structured way.
2. You will use every opportunity to communicate with your team and other colleagues as appropriate.
3. You will always challenge unacceptable practice and know how to raise concerns.

SPECIAL CONDITIONS

CONDITIONS OF SERVICE

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment

Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act

This post is bound by the Data Protection Act 1998 and Trust Regulations on confidentiality

This post is subject to an Exception Order under Section 4(2) of the Rehabilitation of Offenders Act 1974.

The postholder is required to maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control

Safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of The Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust Policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

JOB DESCRIPTION AGREEMENT OF SERVICE

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| Job Holder's Signature: | Date: |
| Senior Officer/Head of Department Signature: | Date: |