


Job Title :	Power BI Project Officer	
Grade:	E (£31,962 - £39,172)	
Service :	Finance and Corporate Services	
Reports To:	Head of Systems, Data and Intelligence	

Service Overview

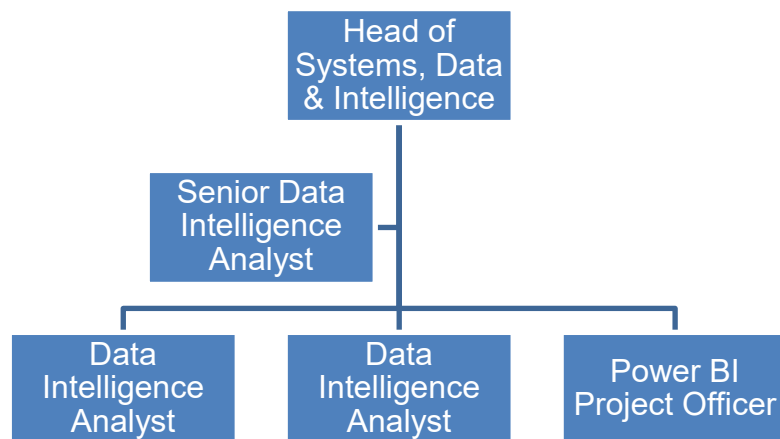
Corporate services is a central function covering:

- Finance
- IT
- Systems, Data and Intelligence
- Administration

Led by the Head of Systems, Data and Intelligence, the Data Insights and Intelligence Team is small and highly integrated, responsible for managing and providing timely and accurate information and support to our operational services.

Service Structure

The Power BI Project Officer reports to the Head of Systems, Data and Intelligence and is supervised by and works closely with the Senior Data Intelligence Analyst. The Head of Systems, Data and Intelligence reports to the Finance and Corporate Services Director.



Purpose of the Role

The Power BI Project Officer supports Compass to have strategy driven, effective and efficient, approaches to reporting, analysis and interpretation of primarily health data.

Role: Power Bi Project Officer

Version: 1.0

Owner: Head of Systems, Data & Intelligence

Date: August 2025

Next review date: TBC

KEY DUTIES AND RESPONSIBILITIES

The role will deliver work associated with Compass' Power BI projects, from initiation to completion and ongoing maintenance.

Responsibilities include but are not limited to:

- Collaborating with internal stakeholders to gather requirements and translate them into appropriate actionable BI solutions
- Communicating proactively with, presenting to, and interpreting technical information and data analysis results for non-technical team members and stakeholders
- Gathering data from a range of internal and external sources proactively and as required
- Managing the Compass Power BI Data Warehouse and Compass Power BI Service
- Designing, building and maintaining Power BI data models
- Designing, building and maintaining interactive reports and dashboards using Power BI for business monitoring, management and improvement purposes
- Ensuring information and cyber security and compliance with governance legislation and policies
- Working closely with data analysts, system providers, information asset owners and IT to ensure accuracy and consistency across all Power BI reports and dashboards
- Training internal end users on Power BI tools and supporting self-service BI initiatives, enabling teams across Compass to effectively access, use and work with data
- Conducting Power BI report and dashboard testing, including user acceptance testing and stakeholder sign-off
- Maintaining detailed and accessible documentation of project processes, changes, and outcomes
- Supporting delivery of mandatory health information returns (e.g. NCMP (National Child Measurement Programme), National Drug Treatment Monitoring System (NDTMS), mental health, GUMCAD/SHRAD (sexual health))
- Providing stakeholders and teams with actionable data insights and intelligence using Power BI based on high quality data to support business decision making and improvement

Manage Yourself:

- Engage fully in agreed training
- Ensure safeguarding responsibilities are delivered in line with role and competency level
- Ensure that confidentiality is upheld at all times in line with Compass policy
- Ensure timely delivery of work in line with customer needs
- Ensure you develop and maintain your awareness and understanding of all national and locally agreed performance standards and reporting requirements applicable to the organisation
- Maintain accurate records in line with the Compass policies and procedures

- Participate in regular supervision in accordance with professional guidelines
- Participate in the Compass performance review process and respond to agreed objectives
- Prioritise and manage own workload within agreed objectives using initiative
- Take responsibility for own and others' health and safety in the working environment
- Take responsibility for own learning and professional development in line with Compass' Learning and Development framework and guidelines for professional practice
- Work collaboratively with the outsourced IT provider and system software providers
- Work in accordance with Caldicott Principles and Data Protection principles and adhere to all relevant Compass policy and procedure

In addition to these functions the post holder is expected to:

Carry out other duties as may be reasonably expected in accordance with the responsibilities/ competency level of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent relevant professional or management qualification or • Equivalent level of knowledge gained through relevant work experience in either the NHS or local government or voluntary sector 	<ul style="list-style-type: none"> • Membership of a relevant organisation • Microsoft PL300 Certified • Postgraduate training in business intelligence/ data analysis/ business reporting/ statistical analysis • Recognized project management qualification
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with data and information either in the NHS or local government or the voluntary sector • 2 – 5 years of experience of using Power BI to produce dynamic reports and dashboards that focus on strategic performance insights and understandings • Excellent track record of delivering to deadlines and balancing competing priorities • Experience of collaborative and partnership working across 	<ul style="list-style-type: none"> • Experience of managing people, teams, projects • Experience of NHS reporting for contract management/ performance management • Experience of accurate and timely completion of mandatory health information returns • In depth knowledge and experience of working with health-related datasets • Knowledge of Public Health priorities

	<p>organisational hierarchies and boundaries</p> <ul style="list-style-type: none"> • Experience of analysing and interpreting complex health and population information and presenting it in an accessible manner • Experience of using Power Query, Dax, Python and SQL to build data models and to process, transform and analyse data • Experience of developing, managing and maintaining data warehouses • Understanding of relational databases • Knowledge of Caldicott Guidelines, Data Quality Standards and UK GDPR 	<ul style="list-style-type: none"> • Experience of generating evidence for the NHS Data Security and Protection Toolkit • Service and/ or process improvement and transformation • Working with clinical systems
Skills & Aptitude	<ul style="list-style-type: none"> • Able to build and maintain positive working relationships within and outside the organisation • Able to manage own workload effectively, escalating when necessary • Able to manage tasks through to successful completion in challenging circumstances • Excellent verbal and written communication to convey technical concepts to non-technical stakeholders • Excellent statistical analysis and interpretation skills • High level interpersonal skills • Problem solving skills • Able to work confidently with large, aggregate reports and data sets 	<ul style="list-style-type: none"> • Able to motivate people and promote positive team dynamics • Presentation skills

Other	<ul style="list-style-type: none"> • Demonstrates the Compass values • Leads by example • Collaborative team player • Pragmatic, flexible, resilient • Manages difficult situations sensitively • Creative • Consistent • Curious • Self-motivated, energetic, not easily discouraged 	<ul style="list-style-type: none"> • Strategic thinking
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The post holder must demonstrate good behaviour in all Compass values, personifying the values and inspiring all staff to do the same:

- **Integrity:** An unstinting commitment to honesty and openness in all our activities.
- **Valuing Each Individual:** Respecting the needs of each person and helping them gain greater control of their life.
- **Being Solution Focused:** Responding quickly and flexibly to current and emerging needs.
- **Consistent & Reliable Approach:** Always delivering on our commitments.

Safeguarding

The post holder must demonstrate and share our commitment to safeguarding by working proactively to safeguard and promote the welfare of children, young people and vulnerable adults.

DBS checks

DBS checks will be undertaken and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check.

Equality, Diversity and Inclusion (EDI)

We know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We expect all those employed or who volunteer to share our commitment.