

Job Description

Job title: Reporting Analyst

Grade: 10 **Post number:**

Directorate: Resources

Unit: Technology Group

Job Purpose

Responsible for setting up, updating and maintaining reporting domains within the Open Project System's (OPS) reporting tool, and for writing SQL database queries to support the system's built in reporting feature.

The post holder will develop a deep understanding of the OPS data model and use that to write complex SQL queries for business and update/maintain this code as additional features and changes are introduced. The post holder should have previous knowledge and experience of using tools such as Jaspersoft, Jasper Studio and ReportServer or similar.

Principal Accountabilities

1. Plans, designs, creates and optimises complex SQL and MS Excel reports and datasets for business using Jaspersoft and Jasper Studio as the primary reporting tools.
2. Working with the OPS developers and Product Owner to identify and prioritise ways that the database can be made easier to report against.
3. Performs other special projects and assignments such as:
 - Creating and maintaining domains in Jaspersoft.
 - Training / passing on knowledge gained to business users
 - Gathering & assisting in prioritising and documenting report requirements
 - Providing report testing support
 - Provides post-implementation reporting support, including supporting the resolution of defects
4. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams
5. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Accountable to: GLA-OPS Senior Manager

Technical requirements/experience/qualifications

1. Significant experience directly related with analytically challenging projects in IT that includes complex SQL query writing and reporting design (using tools such as Jaspersoft, Reportserver.net, Business Objects, Liquibase). Experience in a customer facing role (internal or external) required. Experience with the PostgreSQL dialect of SQL desirable.
2. Strong knowledge of SQL programming and advanced proficiency with MS Excel, including advanced formulas and pivot tables; macros and VBA coding.
3. Outstanding data structuring skills and proficiency in relational database management, maintenance and design.
4. Advanced data analytical and problem-solving skills with a focused attention to detail, accuracy, and quality of end-results. Analytical consulting skills a plus.

Behavioural Competencies

Building and managing relationships

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3

- Actively engages partners and encourages others to build relationships that support GLA
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

Communicating and influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 3

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver business priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Strategic thinking

... is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions

- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Decision Making

...is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Level 3

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention
- Takes responsibility for team decisions, providing rationale when those decisions are questioned
- Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

Research and analysis

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 3

- Expands networks to gain new information sources for research and policy development
- Identifies and implements methods to ensure intelligence is of a high quality
- Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
- Tailors research investment in line with likely impact for Londoners and policy priorities
- Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Working Patterns

No unusual work patterns have been identified.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.