Recruitment Pack

SQL Developer

Bromsgrove District Housing Trust

Building excellent communities with passion and pride.

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Contents

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Letter to Applicant

February 2020

Dear Applicant

Re: Application Pack – SQL Developer

At **bdht,** we are proud of our staff and take great care to select the best. Successful applicants are given every encouragement to develop and grow within the business.

We now need someone proactive and dynamic to work in an exciting area of our business. You'll need imagination and ability to adapt. For us, your attitude is just as important as your skills.
If you think you're the person we are looking for, please spend some time and thought completing the online application form and submit it by **12pm Friday 28th February 2020.**

Interviews will be held on Wednesday 25th March 2020.

If you have any queries, please contact Hannah Ford, Senior HR Advisor, on **01527 557549.**

Yours sincerely,

Mark Robertson
Chief Executive

About bdht

bdht is an affordable housing landlord based in Bromsgrove in the West Midlands. The organisation owns and manages over 4,000 dwellings, which are comprised of social rent, market rent, shared ownership and specialist accommodation for those with different needs. **bdht** also manages homelessness under contract on behalf of the Local Authority. We are a strong, well-respected and financially viable independent business.

We have an important role within the communities of Bromsgrove and the surrounding areas and we are strongly committed to remaining independent. The organisation was created in April 2004 when it purchased the original stock from Bromsgrove District Council. Since that time **bdht** has been very active in building new homes, increasing the total stock by over 10% in the last five years, providing more affordable housing solutions for people in need.

The business is registered as a charity and operates on a not-for-profit basis, but is first and foremost a commercial business, albeit one that focuses upon social outcomes.

bdht employs 139 people and is dedicated to providing excellent services through being a committed learning organisation. Most of our middle and senior leaders have been developed within the business and we have a major commitment to identifying transferable skills within our employees and creating opportunities for individuals to grow.

bdht is a people based organisation. In the 2018 'Great Places to Work' survey, 95% of staff say we're a "great place to work". We are a serious, happy, hard-working business that thinks it's essential to have fun. We believe in our staff, and actively support them based upon three core themes: 'Look after yourself', 'Look after your colleagues' and 'Look after the business'. We strongly support the concept of the individual, their growth, development and well-being.

We are a good employer who pays fairly and has excellent terms and conditions. But above all we absolutely recognise that good performance is linked to happy staff, so we actively encourage fun and expect that it is part of the normal working day.

Our Vision, Mission & Values

Our Vision

"Imagine an organisation that believes in the importance of community, where everyone is treated as an individual, valued and respect. Where differences are celebrated and personal responsibility in combined achievement is very important. Where staff strive to provide the highest quality of service with energy, pride enjoyment and a sense of humour."

Our Mission

"Building excellent communities with passion and pride."

Our Values

At the core of **bdht** is a set of values that were arrived at by the staff and to which we all aspire. A series of presentations and team meetings were held in which the staff put forward and discussed the values that were important to them. The proposed new values were then taken to the main Board where they were wholeheartedly endorsed. As a result, all staff and Board members live the following values:

Caring   "To care about the quality of services we provide to our customers and the welfare of the Trust's employees"

Enabling   "To enable our customers to access and choose services wherever possible and empower the Trust's employees to deliver high standards of customer service"

Honesty   "To only promise services to customers that we can reliably deliver and be an employer who is trustworthy and acts with integrity"

Positive   "To care about the quality of services we provide to our customers and the welfare of the Trust's employees"

Fair   "To deliver a consistently excellent service to all customers and to always be fair in the day-to-day support of the Trust's employees"

Benefits

✓ Salary is **£35,000** per annum

✓ 37 hours per week

✓ 30 days annual leave plus bank holidays

✓ Pension Scheme

✓ Reward Statements

✓ Employee Assistance Programme

✓ Holiday Buy and Sell Scheme

✓ Health Cash Back Scheme

✓ Retail Discounts

✓ Free Refreshments

✓ Free Parking

bdht offers a Defined Contribution pension, administered by the Social Housing Pension Scheme. Initial contribution rates, at auto enrolment, are at 3% with the possibility to increase contributions thereafter as follows:

Member pays	bdht pays
3%	5%
4%	6%
5%	7%
6%	8%

Life insurance is also available to members of the pension scheme. Life cover of three times your earnings is provided as part of your membership of SHPS DC.

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Role Profile

Job title	SQL Developer
Responsible to	Head of ICT
Responsible for	Not applicable
Vision	'To build excellent communities with passion and pride'
Purpose	This post will develop, implement and maintain **bdht**'s information architecture that will support the Trust's core systems and allow for connectivity and data exchange between them. Utilising a variety of tools (Including SSRS) to accurately analyse, interpret, summarise and present the results.

Role Profile

Key Achievement Areas:

✓ To provide **bdht** with operational and informational performance monitoring reports which will meet the requirements of the Trust and which can be used as future reporting templates within SSIS.

✓ Ensure high quality and accuracy of all analyses and report presentations.

✓ Manage data using SQL and help develop complex reports in SSRS.

✓ To contribute to the scheduled production of activity, analysis and information for inclusion within **bdht** Board reports. Developing the content and format in response to changing organisational requirements or specifications.

✓ To assist the ICT department in providing expert advice and support on data availability, data definitions and data validity.

✓ Working with other Senior ICT staff to monitor data quality and identify areas that require improvement; to escalate data quality issues as appropriate either internally within ICT or to respective heads of service.

✓ To provide accurate information to support new business opportunities, tenders and bids in the required format and deadlines.

✓ To develop sophisticated statistical analysis to test effectiveness of programmes and projects and make recommendations where appropriate.

✓ Develop new reports and amend the logic underlying existing reports to take into account revised data architectures and deliver full continuity of reporting throughout **bdht**.

Role Profile

Key Achievement Areas:

- Organise own workload to meet project deadlines and customer requirements.

- Carry out database and query tuning to ensure optimised performance of all reporting systems.

- Gather highly complex requirements relating to data architecture and reporting and maintain up to date specifications and documentation. Translate customer requirements (that may be expressed at a high level and require in-depth investigation) into a detailed technical specification. Analyse the data requirements and determine what data sources will be involved.

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Person Profile

Skills and Experience - Education	Essential	Desirable
Degree level or equivalent qualification / previous professional experience	✔	
Qualification in statistics methods and techniques		✔
Further qualifications in a data related discipline or related equivalent experience		✔

Skills and Experience - Experience/Knowledge	Essential	Desirable
Significant experience in the application of database query and report writing tools such as SQL Server Reporting Services (SSRS)	✔	
Complex data analysis and data comparison experience	✔	
Experience in designing/maintaining a data warehouse and its associated ETL processes		✔
Significant experience of MS SQL Server, T-SQL, SSRS, SSIS and other MS SQL BI Stack Tools	✔	
Previous Housing Association experience preferably utilising QL		✔

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Person Profile

Competency	Behaviours
Technical Skills	Significant technical skills (T-SQL, SSRS, SSIS, SSAS) are required for this role, as well as deep understanding of industry standards for overall data architecture and design.
Commercial Awareness	Recognising what role own job has to play within the wider organisation, understanding the impact of actions upon the wider business.
Customer Service and Quality Focus	Demonstrating a commitment to Customer Service in all activities and ensuring that quality standards are met and acted upon.
Achievement Orientation	Evidencing ability and a desire to achieve both work and personal objectives.
Critical Thinking Skills	Utilising problem-solving tools and techniques, looking at all the options and seeking to identify solutions. Demonstrating accuracy and detail consciousness in task completion.
Planning and Organising	Prioritising and planning in order to meet own and others objectives, organising self to ensure service levels are met.
Communication	Communicates highly complex and multi-stranded ICT matters to both technical and non-technical professionals. Communicates information clearly, tactfully and at the appropriate level of complexity for the intended audience. Seeks to influence outcome where necessary.

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General Information

Personal development

We will offer opportunities for staff to develop and expand their knowledge and skills. It is intended that this will sit within a framework that assists individuals with ongoing personal and career development.

General

No job description can cover every issue which may arise within the post at various times and the jobholder is expected to carry our duties commensurate with the role from time to time.

This post requires that the job holder is subject to a DBS check at a basic level.

The post-holder will hold a current full driving licence.

For the purpose of travel and expenses, this role will receive the following mileage rate:

Casual	Essential User Car Allowance
✔	

Mileage Rate / Car Allowance			
Casual Users	**451 - 999cc**	**1000 - 1199cc**	**1200 - 1450cc**
Per mile first 8,500	39.7p	43.1p	54.4p
Per mile after 8,500	12.1p	12.0p	14.3p