



Marie Curie Job Description

Job title

Data and BI Lead

Department

Back Office Transformation

Location

Vauxhall, London

Reports to

BOT Programme Systems Lead

Accountable to

BOT Programme Manager

Job summary

We can't deliver great care and support to those that need us without a strong Back office supporting the organisation. This set of teams works to keep Marie Curie going; covering HR, Finance, IT and much more...it is the engine room of our wonderful charity. But, like any back office we need to invest in it and improve it and so the Backoffice Transformation Team is being formed to transform Marie Curie's back office. This change programme will focus on systems, processes, ways of working and culture to build a Backoffice that supports, underpins and empowers Marie Curie to achieve all that we can.

The Data and BI Lead is a key role for the success of the BOT programme. The purpose of the role will be to complete the data groundwork for technical implementation of new ERP systems and to design and deliver a cost-effective data environment that enables MC staff to process core business data and transaction level records. The Data and BI Lead needs to work effectively across the platform vendor, the integration vendor, Back Office Transformation team members, Marie Curie back office functions, and Marie Curie end users, to ensure the systems implemented are effective, efficient and truly transformative.

Your relations with external technology vendors and suppliers to the programme will require a range of technical knowledge and influencing skills. Your role will be a key point of assurance for MC to ensure the organisation achieves a smooth and effective migration of data to support the new platform, and that access to analytics and reporting solutions meets expectations. You will achieve this through a varied approach which will include translating the requirements of internal users and clients, ensuring the data implications of these are logged and understood by the integration partner. You will then work with solution architects and integration partners to ensure appropriate platform based solutions are delivered. Your models of logical and physical, As-is and To-be, data flows and relationships, and other architecture documentation will provide a reference point against which the technical completeness fitness of the solutions will be assessed.

In order for the Back Office Transformation programme to deliver successfully in terms of data analytics and reporting, you will extend the operational architecture data scope to cover all back office data reporting, from real-time in line queries through period based operational variance reporting for Finance and cost centre managers, through to aggregated historical analyses and the ability to cut and slice views of data consistently over standardised timelines. You will achieve this through a combination of cloud ERP based analytics with existing MC Microsoft based business intelligence platforms.

You will have deep interest and knowledge in data related disciplines and technologies, and in high quality reporting and analytics solutions. You will need advanced skills in data and process

modelling, SQL and relational database design , interface design and development, project-based data extraction and migration, operational ETL approaches, and analytical reporting / BI design and implementation. You will manage the delivery of such data related solutions to time and to budget.

Key relationships

Internal

- Programme Team
- Solution Architect
- Finance teams
- People & Organisation teams
- Fundraising senior teams
- Caring Services senior teams
- IT Infrastructure
- IT Application Support
- Information Security and Governance
- Performance, Data & Analytics department
- NST Programme

External

- Platform vendor
- Integration partner
- Legacy Finance provider
- Legacy HR provider
- Legacy Payroll provider

Accountabilities (Duties & Responsibilities)

As Data Lead

- Work closely with the programme team, the business stakeholders and system suppliers to develop a data architecture for BOT, including but not limited to:
 - Obtain approval for the To-Be Data Architecture, and initiate appropriate control change
 - Create a High Level Design for both reference data and transaction data in support of the whole BOT programme
 - Create a Master Data Management Framework template
 - Establish methods of linking data between and across component systems and legacy system
 - Define and agree a process for filling this framework with
 - Shared and linked data
 - Reported data
 - Data interfaced to external systems
- Work closely with the programme team, the business stakeholders and system suppliers to develop a data architecture and migration strategy that supports BOT, including but not limited to:
 - Solution landscape by phase (systems , process and interfaces)
 - Detailed functional configuration and test plans
 - Interface specifications, designs, testing, deployments

- Middleware specifications and designs and testing
- Business intelligence and reporting designs and testing
- Business process impact / changes to working practices
- Rationalisation and updating of naming conventions and coding approaches
- Master data management implementation
- Develop an overall data migration plan and schedule for the programme
- Develop an overall data testing strategy in waves and phases that reflect the requirement for iterations of data testing and verification
- Generate and maintain the artefacts that capture the various elements of this data plan including risk logs, issue logs, decision logs
- Obtain approval for the data plans from BOT programme leadership and initiate appropriate control change
- Collaborate with the programme team and other agencies to ensure delivery achieves the objectives of the solution
- Ensure compliance of all solutions with MC and any other relevant Information Governance and IT security standards

As BI Lead

- Take the requirements defined in the overall data plan and migration strategy and create from these:
 - A baseline for BI and reporting
 - A set of target deliverables for BI
 - A set of BOT specific business intelligence and reporting success / acceptance measures
- An integration / co-existence model to support multi-platform BI approaches
- Establish way of linking data between and across in-house Microsoft BI standards and cloud ERP technologies and toolsets
- Define and agree a process for filling this framework with
 - Shared and linked data
 - Reported data
 - Consolidated and aggregated data
 - Cubed and multi-dimensional data
 - Data interfaced to external systems
- Obtain approval for the BOT BI Design and initiate appropriate control change
- Ensure solutions enable and facilitate MC staff self service and self configuration / personalisation options
- Ensure solutions enable and facilitate MC staff mobile-only and mobile-first strategies which may be required

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.

- Adhere to all health and safety and fire regulations and to co-ordinate with Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and no behaviour that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Complete data protection training and maintain a good understanding of information governance guidelines and processes.
- Provide detailed documentation for technical and non-technical processes
- Maintain good working relationships and effective communication, both within Marie Curie and external partners and stakeholders
- Ensure that Marie Curie standards are attained and all policies and procedures are carried out
- Exercise the highest level of confidentiality at all times
- Undertake such other duties as may be required by the BOT programme Systems Lead

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Data and BI Lead

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> • Owning and delivering complex, enterprise-scale solutions, including data migrations and BI deployments • Creative minded with advanced data analytical skills • Establishes strong stakeholder relationships • Understands business needs and defines solutions to meet them • Able to produce exceptional project documentation • Able to communicate with both technical and non-technical staff and translate requirements/challenges between them • Tactful negotiator capable of navigating a path through conflicting opinions and deadlines • Ability to set deadlines for self and team and ensure delivery to tight timelines • Good level of Visio skills • Ability to develop and work within set guidelines and systems • Ability to develop and maintain effective relationships with colleagues and others • Attention to detail • Flexible, responsible, reliable and able to work without supervision • Willing to work as part of a team to achieve common goals 		<ul style="list-style-type: none"> • Application • References • Interview
Knowledge	<ul style="list-style-type: none"> • Advanced understanding of agile and waterfall best practices • Good working knowledge of industry leading BI platforms 	<ul style="list-style-type: none"> • Business data modelling • Business intelligence platforms 	<ul style="list-style-type: none"> • Application • Interview
Qualifications, training and education	<ul style="list-style-type: none"> • Educated to degree level or qualified by experience. 		<ul style="list-style-type: none"> • Certificates • Application • Interview
Experience	<ul style="list-style-type: none"> • Extensive experience of technical project delivery • Experience of solution design and master data management • Experience of working with senior 	<ul style="list-style-type: none"> • Experience of Agile environments • Non profit data and business analysis • Analytics and BI in a 	<ul style="list-style-type: none"> • Application • Interview • References

	stakeholders to understand requirements	Healthcare setting	
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Marie Curie Terms&Conditions

Job Title

Salary scale

Contract

Annual leave entitlement

Working hours

Data and BI Lead

MCJES Grade F

Fixed term (12 months)

25 days plus 8 days bank holidays

35 hours per week