

Job Description

Job title: Power BI Developer

Contract: 6-month fixed-term contract

Hours: 40 hours per week

Base: Central Support Office/Remote

Reporting to: IT Director & Compliance Lead

Salary Level: £35,000–£40,000 per annum
pro rata (£17,500–£20,000 gross for the six-month contract)

Job Purpose

The Power BI Developer will deliver a focused six-month programme to turn data from Principle Care Homes' operational systems into trusted, secure and useful management information. The role will work IT Director & Compliance Lead to define meaningful measures, acquire and reconcile data, design scalable semantic models, and build intuitive Power BI dashboards covering areas such as occupancy, staffing, incidents, clinical quality and compliance.

This is a hands-on delivery role with responsibility for the full reporting lifecycle. From requirements and source assessment through development, testing, deployment and adoption. A central expectation is that all solutions are governed, documented and handed over in a maintainable condition before the fixed-term contract ends.

Key Responsibilities

Discovery, requirements and KPI definition

- Engage with the IT Director & Compliance Lead and Central Support Team to understand decisions, reporting needs and current pain points.
- Translate business questions into clear reporting requirements, acceptance criteria, prioritised deliverables and an achievable six-month plan.
- Develop and maintain a clear KPI catalogue or data dictionary so measures are consistently understood and used.

Data acquisition and integration

- Assess data held in care, workforce, finance, compliance and other platforms, identifying the most secure and supportable extraction method for each source.
- Develop reliable data ingestion and transformation using SQL, Power Query and approved APIs or other authorised extraction mechanisms.
- Design for practical source constraints including pagination, rate limits, schema changes, missing APIs and variable data quality.
- Implement refresh, monitoring and exception-handling processes that make failures visible and support timely recovery.

Data modelling and Power BI development

- Design efficient dimensional models with appropriate fact and dimension structures, relationships, data grain and reusable measures.
- Create accurate, performant DAX measures and Power Query transformations that are clear, testable and maintainable.

- Build accessible Power BI reports and dashboards for executive, operational and care-home audiences, with appropriate drill-through and filtering.
- Balance rapid delivery with sound engineering so solutions remain supportable after the contract ends.

Data quality, assurance and governance

- Profile source data, identify quality issues and work with Systems Team to understand and resolve root causes.
- Reconcile dashboard outputs to source systems and agreed control totals before release, documenting assumptions and known limitations.
- Lead the testing of dashboards, including calculation checks, edge cases, refresh tests, security tests and user acceptance testing.
- Handle sensitive information in line with organisational policies, UK GDPR principles and least privilege access.

Power BI Service, security and release management

- Configure and manage workspaces, apps, semantic models, refresh schedules and relevant gateway connections within the Power BI Service.
- Implement role-based and row-level security so users can access only the information appropriate to their responsibilities.
- Maintain clear separation and control across development, testing and production, with versioning.
- Monitor performance and usage, resolving issues and optimising models, measures and report design where required.

Stakeholder engagement, adoption and handover

- Use prototypes and iterative feedback to confirm that dashboards are usable and support real operational decisions.
- Provide practical guidance and knowledge transfer to report owners, administrators and end users.
- Produce complete technical and user documentation covering sources, transformations, models, measures, security, refresh, support and change control.
- Agree ownership, outstanding risks and a structured handover plan, leaving the reporting estate maintainable at contract completion.

Six-Month Delivery Outcomes

- A prioritised reporting roadmap aligned to business value and available data.
- Agreed KPI definitions and data ownership for the dashboards delivered.
- Trusted Live dashboards for agreed priority areas, including executive-level reporting across multiple care homes.
- Reliable, monitored data refreshes with reconciled outputs and visible data-quality controls.
- Appropriate access controls, release management and governance within the Power BI Service.
- A complete documentation, training and handover package with clear ongoing ownership.

Person Specification

Essential experience and knowledge

- Proven experience personally delivering end-to-end Power BI solutions that support operational or strategic decision-making.
- Strong practical capability in Power BI Desktop and Power BI Service, including semantic models, DAX, Power Query and report design.
- Strong SQL skills and experience working with data from multiple source systems.
- Sound dimensional-modelling knowledge, including fact and dimension design, grain, relationships and performance considerations.
- Experience integrating cloud-platform data through APIs and managing practical issues such as authentication, pagination, rate limiting and schema change.
- Experience validating, reconciling and testing data and calculations before release.
- Experience implementing row-level security, permissions, controlled releases and scheduled refresh in the Power BI Service.
- Ability to become productive quickly in an unfamiliar organisation and deliver independently to a fixed deadline.
- Clear written and verbal communication, with strong documentation and knowledge-transfer skills.

Desirable experience and knowledge

- Experience working in adult social care, healthcare or another regulated, multi-site service environment.
- Understanding of care-home operational, workforce, clinical-quality and compliance measures.
- Experience handling sensitive personal or health-related information and applying UK GDPR principles to reporting.
- Experience improving inherited Power BI estates, establishing reporting standards or handing solutions over to an internal support team.

Additional Information

The postholder must comply with Principle Care Homes' information-governance, confidentiality, safeguarding, data-protection and IT-security requirements.

This job description outlines the role's principal responsibilities and is not exhaustive. Priorities may evolve during the fixed-term contract in consultation with the postholder and the Senior Management Team, while remaining consistent with the purpose and level of the role.