

Disgrifiad Swydd

Teitl y Swydd	Datblygwr Deallusrwydd Busnes
Gwasanaeth	Polisi, Perfformiad a Diogelu'r Cyhoedd
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£30,559 - £32,654 pro rata
Pwrpas y Swydd	- Cynhyrchu adroddiadau perfformiad amserol a chywir yn unol â'r Fframwaith Perfformiad a Gwella Cenedlaethol ar gyfer Gwasanaethau Cymdeithasol, a chefnogi arolygiadau rheoleiddiol trwy ddarparu data. - Cefnogi'r broses o gyflwyno System Wybodaeth Gofal Cymunedol Cymru yng Ngheredigion a'r Rhaglen Gydol Oed a Lles trwy ddatblygu a chefnogi atebion o ran adrodd ar berfformiad. - Ymchwilio i atebion technegol newydd at ddibenion Deallusrwydd Busnes i sicrhau bod y Rhaglen Gydol Oed a Lles yn cael ei chefnogi gan fynediad at wybodaeth amserol a chywir gan System Wybodaeth Gofal Cymunedol Cymru a systemau eraill y Cyngor. - Cynllunio, creu a phrofi cod cronfa ddata i adalw a thrawsnewid data yn y systemau Gwybodaeth Gydol Oed a Lles i fodloni gofynion cenedlaethol a lleol o ran rheoli perfformiad, ceisiadau Rhyddid Gwybodaeth ac ar gyfer gofynion cynllunio busnes. - Cefnogi'r Rhaglen Gydol Oed a Lles i gynnal lefel uchel o wybodaeth data a gwybodaeth ystadegol sy'n ymwneud â meysydd perfformiad allweddol, gan gynnwys casglu a chydgasglu data amrwd a nodi canlyniadau, tueddiadau ac anghysondebau i gynorthwyo cydweithwyr i wneud penderfyniadau busnes effeithiol.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron / Cartref
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Dadansoddwr Busnes
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	- Bydd gofyn i ddeiliad y swydd weithio o fewn canllawiau, polisiâu, gweithdrefnau a deddfwriaeth ddiffiniedig ar lefel Genedlaethol. - Bydd deiliad y swydd yn gyfrifol am ddatblygu systemau adrodd perfformiad ar lefel Leol. - Bydd yn ofynnol i ddeiliad y swydd fod yn atebol i'r Dadansoddwr Busnes.

	• Mae'r rhestr uchod yn rhoi syniad o'r dyletswyddau a ddisgwyllir fel rheol yn y swydd hon. Fodd bynnag, nid yw'r rhestr yn cynnwys popeth ac efallai y bydd gofyn i ddeiliad y swydd gyflawni dyletswyddau eraill sydd o fewn cwrdd y swydd. • Gall y swydd ddatblygu wrth i ddulliau gweithio newid ac i fynd i'r afael â blaenoriaethau gwasanaeth, a bydd y dyletswyddau'n agored i newid yn rhesymol. • Mae'r Tîm Perfformiad ac Ymchwil yn mynnu bod gweithwyr yn gweithio'n hyblyg ac yn gydweithredol i sicrhau y cyflawnir blaenoriaethau'r gwasanaeth.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

Adrodd am Raglen Gydol Oed a Lles (Gwasanaethau cymdeithasol)

1. Rhoi gwybodaeth gywir ac amserol i sicrhau bod rhwymedigaethau adrodd arferol y Cyngor o ran gwasanaethau cymdeithasol yn cael eu cyflawni, gan sicrhau bod ffurflenni misol, chwarterol a blyneddol i Lywodraeth Cymru yn cael eu cynhyrchu a'u cyflwyno yn unol â'r amserlenni penodedig.
2. Gweithredu canllawiau'r Fframwaith Perfformiad a Gwella Cenedlaethol fel bod adroddiadau perfformiad yn cynhyrchu'r metrigau statudol sy'n ofynnol gan Lywodraeth Cymru yn gywir.
3. Dehongli gofynion data rheolwyr ac ymarferwyr yn y rhaglen Gydol Oed a Lles a Chynhyrchu adroddiadau unswydd yn ôl yr angen.
4. Diwygio a gwella atebion o ran adrodd sy'n bodoli eisoes, neu ddatblygu atebion newydd, i gydymffurfio â newidiadau yn y Fframwaith Perfformiad a Gwella Cenedlaethol ar gyfer Gwasanaethau Cymdeithasol.
5. Defnyddio amrywiaeth o offer adrodd, gan gynnwys Microsoft Power BI, Microsoft Excel a SQL, i ddatblygu dangosfyrddau, adroddiadau ac atebion newydd i fodloni gofynion cenedlaethol a lleol o ran adrodd.
6. Defnyddio lefel uchel o greadigrwydd i gynllunio a darparu adroddiadau ac atebion newydd i fodloni gofynion adrodd statudol y Fframwaith Perfformiad a Gwella Cenedlaethol ar gyfer Gwasanaethau Cymdeithasol.
7. Defnyddio technegau delweddu data datblygedig i gyfleu tueddiadau mewn perfformiad, meincnodi a chefnogi gwneud penderfyniadau da trwy gydol y Rhaglen Gydol Oed a Lles.
8. Cyflwyno cynhyrchion gwybodaeth cadarn a hygyrch er mwyn arwain a llywio gwneud penderfyniadau ar sail tystiolaeth yn y Rhaglen Gydol Oed a Lles er mwyn sicrhau gwell canlyniadau i ddinasyddion a gwella ansawdd bywyd pobl sy'n agored i niwed.
9. Cefnogi gweithrediad y Rhaglen Gydol Oed a Lles a chyflwyno System Wybodaeth Gofal Cymunedol Cymru trwy gynllunio atebion o ran adrodd i ddiwallu anghenion gweithredol rheolwyr ac ymarferwyr.
10. Cefnogi rheolwyr ac ymarferwyr i'w galluogi i gael gafael ar adroddiadau a dangosfyrddau yn uniongyrchol.
11. Cefnogi'r Dadansoddwr Busnes i ddatblygu ac adolygu prosesau busnes a sicrhau eu bod yn rhyngweithio â systemau TG.
12. Rhoi mewnbwn arbenigol ar ddatblygu systemau ac adrodd yn ymwneud â'r Rhaglen Gydol Oed a Lles.
13. Ymchwilio i atebion technegol newydd at ddibenion Deallusrwydd Busnes i sicrhau bod y Rhaglen Gydol Oed a Lles yn cael ei chefnogi gan fynediad at wybodaeth amserol a chywir gan System Wybodaeth Gofal Cymunedol Cymru a systemau eraill.

14. Ymchwilio i systemau, offer ac ideolegau rhaglennu newydd yn rheolaidd er mwyn echdynnu data gwasanaethau cymdeithasol.
15. Gweithio'n agos gyda thimau eraill yn y Cyngor ac Awdurdodau Lleol eraill, lle bo hynny'n briodol, i ddatblygu swyddogaeth adrodd y Rhaglen Gydol Oed a Lles ymhellach.

Datblygu Systemau

16. Arolygu a dadansoddi mathau o ddata, strwythurau data, data coll a llygredig, cywirdeb a dilysrwydd trwy echdynnu data gan ddefnyddio technolegau fel ieithoedd rhaglennu cronfa ddata Transact-SQL/ANSI SQL i drin sawl cronfa ddata a warws data, mawr a chymhleth a ddefnyddir gan lawer o systemau gwybodaeth electronig.
17. Ystyried a datblygu ffyrdd o lanhau a modelu data trwy greu algorithmau ystadegol, rhesymegol a mathemategol gan ddefnyddio technolegau fel Transact-SQL/ANSI SQL, gan gynnwys rheoli cronfeydd data a warysau data sy'n cynnwys creu tablau, golygon, swyddogaethau a gweithdrefnau wedi'u storio neu gronfeydd data cwbl ar wahân ac at ddibenion eraill fel cloddio data sy'n cynnwys darganfod tueddiadau mewn data a phatrwm tueddiadau mewn data.
18. Defnyddio Microsoft Excel a Powerpivot i addasu adroddiadau trwy greu algorithmau a swyddogaethau ystadegol, rhesymegol a mathemategol i ganiatáu defnyddwyr ryngweithio â'r adroddiad, gallu didoli a hidlo data, allforio adroddiadau i fathau o ddogfennau, addasu dyluniad a data wrth allforio a chreu cyfrifiadau cymhleth i ychwanegu gwerth ac ystyr i'r data.
19. Cynhyrchu taenlenni Excel cymhleth sy'n cynnwys sawl ffynhonnell ddata, tablau pifod, cyfrifiadau a fformiwla gymhleth gan gynnwys swyddogaethau rhesymegol, ystadegol a mathemategol a'r gallu i ddefnyddio nodweddion fformatio datblygedig ac ymestyn ymarferoldeb Excel gan ddefnyddio macros neu trwy greu cymwysiadau Excel gan ddefnyddio VBA.
20. Defnyddio Access i gynhyrchu cronfeydd data, ymholiadau cymhleth ar gyfer trin data, ffurflenni ac adroddiadau effeithlon ar gyfer creu, golygu a dadansoddi cofnodion, defnyddio macros a VBA ar gyfer awtomeiddio tasgau ac ehangu ymarferoldeb ffurflenni.
21. Defnyddio'r offer deallusrwydd busnes sydd ar gael (e.e. Excel, Business Object, SQL, SSRS, Power BI) i ddatblygu atebion o ran adrodd i gael gafael ar y data sydd ar gael yng nghymwysiadau a chronfeydd data busnes y Cyngor, ei reoli a'i ddefnyddio.
22. Defnyddio gwybodaeth a thechnegau arbenigol i nodi problemau gydag ansawdd y data a gofnodwyd a datblygu atebion sy'n galluogi mynd i'r afael â'r rhain.

Cyffredinol

23. Cefnogi'r Dadansoddwr Busnes i adolygu a datblygu prosesau busnes newydd i sicrhau bod y Fframwaith Perfformiad a Gwella Cenedlaethol ar gyfer Gwasanaethau Cymdeithasol yn cael ei gyflawni.
24. Cefnogi'r Dadansoddwr Busnes i annog ac ymgorffori'r defnydd o ddata wrth wneud penderfyniadau ar sail tystiolaeth yn y Rhaglen Gydol Oed a Lles ac ar draws y Cyngor.
25. Cydweithio â swyddogaeth y Perfformiad Corfforaethol i asesu a chryfhau prosesau busnes, monitro perfformiad ac adrodd y Cyngor.

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn Systemau Gwybodaeth Busnes, Cyfrifiadureg neu gymhwyster cyfatebol mewn maes cysylltiedig, neu brofiad cyfatebol.	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd i'r penodiad.
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodir ar adeg yr apwyntiad.
Sgiliau Ymarferol / Personol	- Sgiliau systemau TG rhagorol fel Gwasanaethau Adrodd, Dadansoddi ac Integreiddio Gweinyddwyr SQL (SSRS, SSAS a SSIS) - ar gyfer darparu data amrwd i'w ddadansoddi, ei gloddio, ei lanhau, ei drawsnewid a'i gyflwyno i Reolwyr Gwasanaethau a staff. - Sgiliau rhagorol o ran rhifau - Sgiliau da o ran rheoli amser - Deall yn dda faterion diogelwch data a chyfrinachedd - Yn parchu manylion.	
Profiad Hanfodol	2 flynedd neu ragor o brofiad technegol mewn maes cysylltiedig â Deallusrwydd Busnes gan ddefnyddio offer deallusrwydd busnes arbenigol ar gyfer cynllunio, adeiladu a datblygu atebion o ran adrodd, dadansoddi a chloddio. - Gwybodaeth a sgiliau rhagorol wrth ddefnyddio technolegau Microsoft i greu, rheoli a chynnal llawer o systemau data a warysau data, mawr a chymhleth a ddefnyddir gan sawl system wybodaeth electronig. - Gwybodaeth fanwl am, a lefel uchel o sgil wrth ddefnyddio cynhyrchion Microsoft, gan ddangos y gallu i wneud defnydd llawn o Excel, Power BI, VBA a Visual Basic.NET ac Access. - Profiad o ddefnyddio offer delweddu ac adrodd data, cronfeydd data neu becynnau meddalwedd ystadegol arbenigol, e.e. SQL, Tableau, SPSS neu R. - Profiad o ddarparu gwybodaeth reoli hygyrch ac amserol. - Profiad o gynhyrchu a chyflwyno dadansoddiad data a chanfyddiadau data trwy amrywiaeth o gyfryngau (adroddiadau, delweddu data a chyflwyniadau) - Gwybodaeth dda o'r materion cyfredol a thueddiadau cyffredinol o ran darparu gwasanaethau e.e. Deddf Llesiant Cenedlaethau'r Dyfodol.	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd		

Dymunol

Cymwysterau / Hyfforddiant	• Cymhwyster proffesiynol Arbenigwr Technoleg Ardystiedig Microsoft (MCTS/MCTE) mewn Deallusrwydd Busnes neu brofiad cyfatebol. • Profiad o ddefnyddio ystod o offer a methodolegau gan gynnwys offer dadansoddi ystadegol, rheoli gwybodaeth, deallusrwydd busnes, monitro perfformio a dadansoddi busnes. • Gwybodaeth am brosesau a systemau busnes y gwasanaethau cymdeithasol yng Nghymru, megis System Wybodaeth Gofal Cymunedol Cymru.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Business Intelligence Developer
Service	Policy, Performance and Public Protection
Grade	Grade 8
Spinal Point/s	18-22
Salary	£30,559 - £32,654 pro rata
Job Purpose	- To produce timely and accurate performance reports in-line with the National Performance and Improvement Framework for Social Services, and to support regulatory inspections through the provision of data. - To support the rollout of the Community Care Information System (WCCIS) in Ceredigion and the Through-Age Well-being Programme by developing and supporting performance reporting solutions. - Research new technical solutions for Business Intelligence purposes to ensure the Through Age Well-being Programme is supported by access to timely and accurate intelligence from WCCIS and other Council systems. - Design, create and test database code to retrieve and transform data in the Through Age Well-being Information systems to meet the requirements of both national and local performance management, Freedom of Information requests and for business planning requirements. - To support the Through Age Well-being Programme in maintaining a high level of data and statistical intelligence relating to key performance areas, including the collation and aggregation of raw data and the identification of outcomes, trends and anomalies to support colleagues in making effective business decisions.
Contractual Work Location/Base	Penmorfa, Aberaeron / Homeworking
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Business Analyst
Supervisory/Managerial Responsibilities	None
Accountability	The post holder will be required to work within defined guidelines, policies, procedures and legislation at a National level.

	• The post holder will be required to be accountable to the Business Analyst. • The list is an indication of the duties, which will normally be expected of this post. However, it is not an exhaustive list and the post holder may be required to undertake other duties, which are within the scope of the post. • The post may develop with changing working methods and to address service priorities and the duties will be subject to reasonable change. • The Performance and Research Team requires that employees work both flexibly and co-operatively to ensure that service priorities are met.
Contractual Terms Associated with the Post	
Duties and Responsibilities	
Through Age Well-being Programme (Social services) Reporting 1. Provide accurate and timely information to ensure that the Council's routine social services reporting obligations are met, thus ensuring monthly, quarterly and annual returns to Welsh Government are generated and submitted in accordance with the prescribed timescales. 2. Implement the National Performance and Improvement Framework guidance so that performance reports accurately generate the statutory metrics required by Welsh Government. 3. Interpret the data requirements of managers and practitioners in the Throughout-Age Well-being programme and Produce ad-hoc reports as required. 4. Amend and improve existing reporting solutions, or develop new solutions, to comply with changes in the National Performance and Improvement Framework for Social Services. 5. Use a variety of reporting tools, including Microsoft Power BI, Microsoft Excel and SQL, to develop new dashboards, reports and solutions to meet national and local reporting requirements. 6. Use a high degree of creativity to design and deliver new reports and solutions to meet the statutory reporting requirements of the National Performance and Improvement Framework for Social Services. 7. Use advanced data visualization techniques to communicate trends in performance, benchmarking and support good decision-making throughout the Through-Age Well-being Programme. 8. Deliver robust and accessible intelligence products in order to guide and inform evidence-based decision-making within the Through-Age Well-being Programme to deliver improved outcomes for citizens and improving the quality of life for vulnerable people. 9. Support the implementation of the Through Age Well-being Programme and the rollout of WCCIS by designing reporting solutions to meet the operational needs of managers and practitioners. 10. Support managers and practitioners to enable them to access reports and dashboards directly. 11. Support the Business Analyst in the development and review of business processes and ensuring that they interact with IT systems. 12. Provide expert input on systems development and reporting relating to the Through Age Well-being Programme.	

13. Research new technical solutions for Business Intelligence purposes to ensure the Through Age Well-being Programme is supported by access to timely and accurate intelligence from WCCIS and other systems.
14. Regularly research new systems, tools and programming ideologies in order to extract social services data.
15. Work closely with other teams within the Council and other Local Authorities, where appropriate, to further develop the reporting function of the Through Age Well-being Programme.

Systems Development

16. Inspect and analyse data types, structures, missing and corrupted data, accuracy and validity through data extraction using technologies like Transact-SQL/ANSI SQL database programming languages to manipulate multiple, large and complex databases and data warehouses used by multiple electronic information systems.
17. Consider and develop ways of cleansing and modelling data through creation of statistical, logical and mathematical algorithms using technologies like Transact-SQL/ANSI SQL, including the management of databases and data warehouses involving the creation of tables, views, functions and stored procedures or entirely separate databases and for other purposes such as data mining involving the discovery and pattern of trends in data.
18. Use Microsoft Excel and Powerpivot to customize reports by creating statistical, logical and mathematical algorithms and functions to allow user interaction with the report, being able to sort and filter data, export reports into document types, modifying design and data during export and creation of complex calculations to add value and meaning to the data.
19. Produce complex Excel spreadsheets containing multiple data sources, pivot tables, complex calculations and formula including logical, statistical and mathematical functions and the ability to use advanced formatting features and extending Excels functionality using macros or by creating Excel applications using VBA.
20. To use Access to produce databases, complex queries for manipulating data, efficient forms and reports for creating, editing and analysing records, using macros and VBA for automating tasks and extending form functionality.
21. Use available business intelligence tools (e.g. Excel, Business Objects, SQL, SSRS, Power BI) to develop reporting solutions to manage, access and use the data available in the Council's business applications and databases.
22. Use specialist knowledge and techniques to identify problems with the quality of recorded data and develop solutions which enable these to be addressed.

General

23. To support the Business Analyst in reviewing and developing new business processes to ensure the delivery of the National Performance and Improvement Framework for Social Services.
24. To support the Business Analyst in encouraging and embedding the use of data in evidence-based decision making in the Through Age Well-being Programme and across the Council.
25. Work collaboratively with the Corporate Performance function in assessing and strengthening business processes, performance monitoring and reporting functions of the Council.

Job Evaluation Post Ref	JD 1427-02
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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A degree in Business Information Systems, Computer Science or an equivalent qualification in a related field, or equivalent experience.	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing Level 2	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment.
Practical and personal skills	• Excellent IT systems skills such as SQL Server Reporting, Analysis and Integration Services (SSRS, SSAS and SSIS) – for providing raw data to be analysed, mined, cleaned, transformed and presented to Service Managers and staff. • Excellent numerical skills • Good time management skills • Strong understanding of data security and confidentiality issues. • Demonstrates attention to detail.	
Required Experience	• 2 or more years of technical experience in a Business Intelligence related field using specialist business intelligence tools for design, construction and development of reporting, analysis and mining solutions. • Excellent knowledge and skills in using Microsoft technologies to create, manage and maintain multiple, large and complex data systems and data warehouses which are used by multiple electronic information systems. • Detailed knowledge of, and a high level of skill in using Microsoft products, demonstrating the ability to make full use of Excel, Power BI, VBA and Visual Basic.NET and Access. • Experience of using data visualisation and reporting tools, databases or specialist statistical software packages, e.g. SQL, Tableau, SPSS or R. • Experience of delivering accessible and timely management information. • Experience of producing and presenting data analysis and findings through a variety of mediums (reports, data visualisations and presentations) • A good knowledge of current issues and general trends in the delivery of services e.g. Well-being of Future Generations Act.	
Training/education required to be undertaken for the post/worked towards		

Desirable

Qualifications / Training	• Microsoft Certified Technology Specialist/Microsoft Certified Technology Expert (MCTS/MCTE) professional qualification in Business Intelligence or equivalent experience. • Experience of using a range of tools and methodologies including statistical analysis tools, knowledge management, business intelligence, performing monitoring and business analysis. • Knowledge of social services business processes and systems in Wales, such as the Wales Community Care Information System (WCCIS).
Practical / Personal Skills	