

JOB DESCRIPTION

'Happy to talk about flexible working'

Job title:	Microsoft Fabric & Power BI Lead
Department:	Digital, Data & Technology
Hospice band:	Corporate Band B
Reports to:	Head of Data and Technology
Responsible for:	Microsoft Fabric, Power BI and Business Intelligence delivery
DBS required	Enhanced

Job purpose

Lead the design, delivery and operation of Birmingham Hospice's Microsoft Fabric and Power BI platform. Turn clinical, operational, financial, fundraising, retail and people data into trusted, secure information that supports care, planning and improvement.

Reporting to the Head of Technology & Data, combine hands-on technical leadership with stakeholder engagement, governance and service management. Replace fragmented datasets and recurring manual reports with reusable data products and consistent organisational measures.

Scope of the role

Own the platform architecture, engineering and reporting standards, development practices and operational support. Work with service leaders, data owners, analysts, ICT and external partners to deliver proportionate, maintainable solutions that meet information-governance, clinical-safety and cyber-security requirements.

Platform strategy and technical leadership

- Maintain a Fabric and Power BI roadmap aligned with organisational priorities, clear ownership, governance and support arrangements.
- Advise on platform options, delivery plans and investment needs, contributing to business cases, procurement and budget planning.
- Assess Microsoft developments for value and supportability, and share learning through partners and professional networks.



Kindness



Togetherness



Positivity



Openness



Respect



Innovation

Main duties and responsibilities

Microsoft Fabric engineering and data quality

- Design secure, scalable Fabric architecture using appropriate OneLake, lakehouse, warehouse, pipeline and notebook patterns, avoiding unnecessary complexity.
- Build reliable ingestion, transformation and orchestration across applications, APIs, databases, files and external sources. Set SQL, Python or PySpark and ETL/ELT standards, using reusable integration patterns.
- Map authoritative sources and information flows. Work with data owners to improve capture at source and implement validation, reconciliation, exception handling and accountable resolution of data-quality issues.
- Maintain documentation, metadata, lineage, definitions and dependencies. Build in logging, alerting, recovery and maintainability, assessing ownership, security, licensing and support before integrating new systems.

Power BI modelling and product delivery

- Develop governed workspaces, apps, reusable semantic models and dashboards, agreeing consistent measures and definitions across directorates.
- Set dimensional-modelling, DAX, calculation, visual-design and accessibility standards. Optimise model, query, refresh and report performance.
- Translate service questions and statutory needs into prioritised requirements. Lead discovery, build, testing, release, adoption and benefits review, with clear product purpose, ownership and success measures.
- Explain technical constraints and data limitations. Use feedback and usage evidence to improve products, consolidate duplicated reports and retire obsolete or low-value outputs.
- Enable controlled self-service analytics and build data literacy through guidance, training, communities of practice and user support.

Development testing and release management

- Use source control, peer review, reusable components and deployment pipelines, with separate development, test and production environments.
- Test data, models, security, performance, accessibility and user acceptance. Maintain release records, dependencies, rollback plans and change communications.
- Automate platform deployment, validation, monitoring and administration where useful. Prioritise technical debt, defects and improvements alongside new delivery.



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Service assurance and collaboration

Governance security and information assurance

- Embed data protection, confidentiality, records management, cyber security and clinical safety, working with Information Governance, clinical governance and system owners on lawful, ethical data use.
- Implement least-privilege access, row-level or object-level security, workspace governance, sensitivity controls and secure sharing, with auditable ownership, approval and publication arrangements.
- Assess privacy, security, clinical and operational risks for new data, features, integrations and AI. Support audits, assurance reviews and incident investigations, improving controls from findings.

Performance capacity and service management

- Monitor Fabric capacity, Power BI performance, refreshes, gateway health, storage, consumption and cost. Plan licensing and capacity against demand, roadmaps and financial constraints.
- Resolve service incidents, failed refreshes and technical data defects, communicating impact and applying root-cause analysis. Maintain support routes, escalation, recovery procedures and service measures.
- Manage vulnerabilities, updates, gateways, connections and dependencies with ICT, cyber-security and application teams to improve resilience and reliability.

Advanced analytics AI and automation

- Protect confidential information and separate experimentation from production. Ensure solutions are validated, documented and explainable, with clear ownership and support before adoption, and monitor bias, privacy, accuracy and continued fitness for purpose.

Capability and supplier collaboration

- Mentor data colleagues, helping them apply agreed standards, share knowledge and reduce dependency on individuals.
- Work across directorates and manage specialist suppliers and Microsoft partners, maintaining technical quality, value for money, knowledge transfer and sustainable internal ownership.



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General duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

Equality and Diversity

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.
- As a Disability Confident employer, we are committed to ensuring an inclusive recruitment process and will promptly consider and respond to requests for reasonable adjustments to support candidates throughout their recruitment journey.

Health and safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.
- All employees must comply with all hospice health and safety procedures, including infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional development

- All employees must participate in an annual appraisal and develop a personal development plan with their line manager.
- All employees are responsible for maintaining their statutory and mandatory training.



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Safeguarding children, young people and vulnerable adults

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment.
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.



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PERSON SPECIFICATION

Job title:	Microsoft Fabric & Power BI Lead
Department:	Digital, Data & Technology
Hospice band:	TBC (subject to job evaluation)

Requirements	Essential	Desirable	How identified
Education and qualifications	- E1 Degree-level education or equivalent substantial professional experience in data, Business Intelligence, software engineering, IT or a related discipline. - E2 Continuing professional development in Fabric, Power BI, data engineering, analytics, cloud technology or data governance.	D1 Relevant Microsoft certification, or qualifications in data management, information governance, project delivery, service management or leadership.	Essential E1–E2: A, I, C* Desirable D1: A, C

Requirements	Essential	Desirable	How identified
Knowledge and experience	• E3 Substantial experience designing, delivering and supporting production BI and cloud data platforms, with hands-on technical leadership, standards, solution review and roadmaps. • E4 Deep Power BI experience covering workspaces, apps, semantic models, DAX, refresh, gateways, security, deployment and performance optimisation. • E5 Strong practical knowledge of Fabric, including OneLake, lakehouses, warehouses, pipelines, notebooks and deployment patterns.	• D2 Experience in hospice, charity, health, social care or another regulated setting; knowledge of clinical systems, healthcare standards, fundraising, retail or charity data. • D3 Experience of Azure data services, Microsoft Purview, Power Platform, Microsoft 365 or related technologies, including migration of legacy reporting or data workloads.	Essential E3: A, I E4–E5: A, I, T Desirable D2–D3: A, I

Knowledge and experience continued	• E6 Strong SQL and data modelling, including dimensional models, reusable semantic layers, transformation and performance-aware design. • E7 Working knowledge of Python and/or PySpark, APIs, databases, files, ETL/ELT and orchestration. • E8 Experience integrating business systems and implementing reliable validation, reconciliation, monitoring and data-quality controls. • E9 Experience of source control, peer review, testing, deployment pipelines, release management and technical documentation. • E10 Strong understanding of governance, ownership, stewardship, lineage, metadata, privacy and access controls; ability to meet information-governance, cyber-security and clinical-safety requirements. • E11 Experience managing capacity, performance, refreshes, gateways, licensing and cost; resolving production incidents and defects through root-cause analysis and continual improvement. • E12 Experience translating stakeholder needs into governed data products, with	• D4 Experience supporting forecasting, statistical analysis, machine learning or responsible AI use cases.	Essential E6–E12: A, I, T Desirable D4: A, I
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Requirements	Essential	Desirable	How identified
	strong analytical, problem-solving and operational judgement.		
Personal skills and attributes	• E13 Experience coaching colleagues, developing team capability and managing specialist suppliers, with a collaborative approach to standards and knowledge sharing. • E14 Clear communication with technical and non-technical audiences; strong relationships, organisation and resilience when balancing delivery, incidents, technical debt, quality, security and user needs. • E15 Integrity, discretion and ethical judgement with sensitive information; commitment to the Hospice's purpose and values of Kindness, Togetherness, Positivity, Openness, Respect and Innovation.	• D5 Experience developing governed self-service analytics, data literacy or a reporting centre of excellence, and improving capability across directorate or professional boundaries.	Essential E13–E15: A, I Desirable D5: A, I

A = Application form I = Interview T = Test C = Certificate

T may be a practical task or case study. C* applies where a certificate is available; equivalent experience and informal professional development are assessed through A and I.