Job Description

Job title	Business Intelligence Analyst	**Date** January 2026
Reports to (title)	Head of Data Visualisation & Quality	
Contract/Department	Technology Solutions	**Revision 1**
Location	Eastleigh	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The Business Intelligence Analyst will play a key role in transforming data into actionable insights that support strategic and operational decision-making across the organisation.

The role is responsible for developing and maintaining high-quality Power BI dashboards and reports within the One Data World toolset. Ensuring data accuracy and enabling stakeholders to understand and utilise performance information effectively.

The analyst will work closely with teams across the business, including EUK's clients, to understand their requirements, optimise reporting processes, and promote a data-driven culture.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Design, develop, and maintain Power BI dashboards, reports, and data templates aligned to design / styling guidelines. Supporting the design and development of analytics using the most appropriate data mining and visualisation tools
- Create efficient and well-structured DAX measures and calculations.
- Management of central blueprint reports through agreed change management processes.
- Ensure data accuracy, integrity, and reliability across reporting outputs.
- Prepare and present analysis that provides clear insights and supports informed decision-making.
- Manage the content of the various One Data World systems to promote work winning, performance transparency and data-led decision making
- Monitor data sources and troubleshoot dataset, refresh, and integration issues.
- Analyse large datasets to identify trends, patterns, and opportunities.
- Partner with business teams to understand reporting needs and translate into technical solutions.

- Communicate analysis clearly to both technical and non-technical audiences.
- Support and train colleagues in the use of Power BI and self-service analytics tools
- Identify opportunities to automate reporting and streamline processes.
- Support the Operational Data Analysts and Performance Managers in generating and analysing data and trend analysis across a selection of operational risk dashboards
- Support the specification and testing of new or refined One Data World datasets.
- Providing detailed reporting and analysis information and transferring knowledge to various areas of the business to aid decision making / improve performance.
- Support in complex analytics application configuration to meet end user requirements while also configuring workflows, analyses, templates, reports and other application controls.
- Respond to related queries from internal as well as external clients ensuring a high level of customer satisfaction
- Any other reasonable requests from your manager

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Not applicable

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Strong proficiency with Microsoft Power BI, including data modelling, statistical and DAX function development and dashboard design and development
- Proficient in SQL or relational databases. Knowledge of Python and automation processes desirable
- Strong IT skills with a good working knowledge of Microsoft Office including advanced level Excel skills including Power Query and statistical analytics
- Experience with software change control processes and Power BI deployment pipelines
- Strong stakeholder engagement and requirement-gathering skills with the ability to translate requirements into user-friendly, visually compelling, and robust dashboards.
- Analytical mindset with strong problem-solving capability.

- Proven ability to provide a high standard of support in operational reporting principles, including the ability to implement systems and processes and to proactively resolve problems
- Good level of interpersonal and communication skills, along with good presentation skills and ability to teach others use of technology solutions and explain data concepts clearly.
- Demonstrated organisational and time management skills, including the ability to manage competing priorities, monitor and co-ordinate a range of prescribed processes, to achieve tight deadlines and desired outcomes with due regard to accuracy and data completeness

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Site based with some travel to various UK site if required.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:

Job Description

Job Grade		EMCOR Competency Level		Training Profile UTC	