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Junior Business Intelligence Developer

Department for Energy Security & Net Zero

Apply before 11:55 pm on Monday 3rd February 2025



Department for
Energy Security
& Net Zero

Reference number

386684

Salary

£28,915 - £34,585

National: £28,915 - £30,845 London: £32,555 - £34,585 (pro-rata for part-time hours)

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Executive Officer

Contract type

Permanent

Business area

DESNZ - Integrated Corporate Services - Digital

Type of role

Analytical

Digital

Information Technology

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

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Location

Birmingham, Cardiff, Darlington, Edinburgh, London, Salford

About the job

Job summary

The Integrated Corporate Services (ICS) is a new shared corporate service, launched in July 2023. It provides corporate services (HR, Finance, Digital, Commercial, Security and Estates) across the Department for Energy Security & Net Zero (DESNZ) and the Department for Science, Innovation & Technology (DSIT).

Our team of just over 300 professionals will be leading the way in how these functions will be delivered in the future. Our ambition is to be the leading provider of integrated corporate services for government and set the standard for quality, efficiency, and innovation in our field.

We offer great working benefits including a world-class pension, flexible working options and a career where your learning and development is taken seriously. We are enormously proud to be a Disability Confident Leader employer. We support candidates with adjustments throughout our recruitment process. Information about disability confidence and just some examples of the adjustments that you can request can be found in the reasonable adjustment section below.

The Civil Service is committed to attract, retain and invest in talent wherever it is

found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service D&I Strategy](#).

Find Out More

You can also follow our LinkedIn Careers Page: <https://www.linkedin.com/showcase/desnz-careers/>

Job description

The Role and Our Team

Working primarily in the Data Team in ICS Digital. This opportunity will provide the successful applicant with a unique insight into how the Digital Team tackles complex data projects across DESNZ, DSIT, DBT and further. The team has rolled out a data intelligence and visualisation service to support colleagues across these departments. The team has rolled out a data intelligence and visualisation service to support colleagues across the whole of the department. The success of this new offer has now exceeded our capacity and we are now looking to extend the team to meet demand. Ideally, applicants will have a good foundation in data analysis with some experience of using Excel, SQL, CDS, and Power BI.

Visit our blog to learn more about us and our work: <https://icsdigital.blog.gov.uk/>

Person specification

Key Responsibilities

The post holder will be directly involved in the delivery of a wide variety of data projects covering data governance, management, analytics, and dissemination. Involving a single team or service you may be expected to lead the technical effort;

Support the project work of other data team members recognising and promoting opportunities to develop their skills;

Build and foster a community around the products and services that ICS Digital produce, working to make ICS a truly data-driven organisation;

Contribute to the vision for the data programme and demonstrate best practice for applying business intelligence and data science. One of your corporate objectives will involve supporting and consulting other teams across ICS, DESNZ and DSIT on business intelligence and data;

This post will play a crucial role in how cross-government initiatives such as the National Data Strategy and the Data Standards Authority are

implemented in ICS and its partner organisations, particularly around the introduction of new data standards across the group.

Skills and Experience

Essential Criteria

Have experience/understanding of Microsoft Power BI.

Able to use a range of data sources, analytical tools and techniques throughout the life cycle to develop and deploy robust business intelligence solutions to provide data insights to the business.

Have experience of applying BI techniques to present, communicate and disseminate data to achieve and measure impact whilst maintaining user focus;

The ability to challenge constructively and act as a critical friend to achieve solutions that are fit for purpose; and facilitate collaboration and lead effective communication with all stakeholders to support design, build and delivery to meet the user needs.

Have experience of working within an agile team and being involved in leading project tasks and assisting with sprint planning.

Desirable criteria

Have some experience of using Alteryx, Python, R, R Shiny or other programming languages;

Have an understanding of the ethical considerations of potential data science approaches, and the legislation applicable in this area, i.e., GDPR, DPA etc;

Have some expertise in data governance and modelling techniques to produce/improve data product performance by selecting the most appropriate tools and technologies.

It is unusual that all candidates will meet all the desirable criteria. If your skills and experience look slightly different from what we have identified

and you think you can bring value to the Junior Business Intelligence role and the team, we strongly encourage you to apply.

Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Communicating and Influencing

Technical skills

We'll assess you against these technical skills during the selection process:

Data modelling, cleansing and enrichment-<https://ddat-capability-framework.service.gov.uk/role/data-analyst#data-analyst>

Data quality assurance, validation and linkage-<https://ddat-capability-framework.service.gov.uk/role/data-analyst#data-analyst>

Benefits

Alongside your salary of £28,915, Department for Energy Security & Net Zero contributes £8,376 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

The Department for Energy Security and Net Zero offers a competitive mix of benefits including:

A culture of flexible working, such as job sharing, homeworking and compressed hours.

Automatic enrolment into the [Civil Service Pension Scheme](#), with an employer contribution of 28.97%.

A minimum of 25 days of paid annual leave, increasing by 1 day per year up to a maximum of 30.

An extensive range of learning & professional development opportunities, which all staff are actively encouraged to pursue.

Access to a range of retail, travel and lifestyle employee discounts.

A hybrid office/home based working model where staff will spend a norm of 40-60% of their time in the office (minimum of 40%) over a month with flex dependent on balancing business and individual need.

Office attendance

The Department operates a discretionary hybrid working policy, which provides for a combination of working hours from your place of work and from your home in the UK. The current expectation for staff is to attend the office or non-home-based location for 40-60% of the time over the accounting period.

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Strengths, Experience and Technical skills.

After submission of the first stage of your application you will be invited to complete a Civil Service Numerical Test. If you successfully pass the test, you will be invited to complete the final stage of the application.

Please complete the online tests as soon as possible (within 24-48 hours is recommended), the closing date for the tests is 23:55 on 03/02/2025. If you fail to complete the online test before the deadline your application will be withdrawn. Guidance for the test will be available when you are invited to take the test. The tests are administered online and accessed via the CS Jobs website.

As part of the application process, you will be asked to complete a CV and personal statement.

Further details around what this will entail are listed on the application form.

Please use your personal statement (in no more than 500 words) to explain how your skills and experience meet the essential criteria outlined in the job description

Applications will be sifted on CV and personal statement.

In the event of a large number of applicants, applications will be sifted on the personal statement.

Candidates who pass the initial sift may be progressed to a full sift, or progressed straight to assessment/interview.

The interview will consist of behaviour, technical and strength-based questions.

Sift and interview dates to be confirmed

Further Information

Reasonable Adjustment

We are proud to be a disability confident leader and we welcome applications from disabled candidates and candidates with long-term conditions.

Information about the Disability Confident Scheme (DCS) and some examples of adjustments that we offer to disabled candidates and candidates with long-term health conditions during our recruitment process can be found in our [DESNZ Candidate Guidance](#). A [DESNZ Plain Text Version](#) of the guidance is also available.

We encourage candidates to discuss their adjustment needs by emailing the job contact which can be found under the contact point for applicants' section.

If you are experiencing accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

If successful and transferring from another Government Department a criminal record check may be carried out.

New entrants are expected to join on the minimum of the pay band.

A location-based reserve list of successful candidates will be kept for 12 months. Should another role become available within that period you may be offered this position.

Please note terms and conditions are attached. Please take time to read the document to determine how these may affect you.

Any move to the Department for Energy, Security and Net Zero from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility <https://www.childcarechoices.gov.uk>

DESNZ does not normally offer full home working (i.e., working at home); but we do offer a variety of flexible working options (including occasionally working from home).

DESNZ cannot offer Visa sponsorship to candidates through this campaign.

DESNZ holds a Visa sponsorship licence but this can only be used for certain roles and this campaign does not qualify.

In order to process applications without delay, we will be sending a Criminal Record Check to Disclosure and Barring Service / Disclosure Scotland on your behalf.

However, we recognise in exceptional circumstances some candidates will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing Pre-EmploymentChecks.grs@cabinetoffice.gov.uk stating the job reference number in the subject heading.

For further information on the Disclosure Scotland confidential checking service telephone: the Disclosure Scotland Helpline on 0870 609 6006 and ask to speak to the operations manager in confidence, or email Info@disclosurescotland.co.uk

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for

fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5-year period following a dismissal for carrying out internal fraud against government.

Feedback

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of the Republic of Ireland

- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Baker Ssebandeke

Email : peopleanddevelopment@ics.gov.uk

Recruitment team

Email : desnzresourcing.grs@cabinetoffice.gov.uk

Further information

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. If you feel that your application has not been treated in accordance with the recruitment principles, and wish to make a complaint, then you should contact in the first instance DESNZrecruitment.grs@cabinetoffice.gov.uk. If you are not satisfied with the response that you receive, then you can contact the Civil Service Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages: Click [here](#) to visit Civil Service Commission/Complaints

