# Business intelligence BINT

Developing, producing and delivering regular and one-off management information to provide insights and aid decision-making.

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| **Guidance Notes:**  Typically applied in supporting operational needs through management and governance processes. May be one-off or regular activities aligned with the organisation's planning and reporting cycles.  Activities may include, but are not limited to:   * understanding business needs and objectives * identifying and validating internal and external data sets generated from a diverse range of business and operational processes * transforming the results of analysis into information that can be communicated to stakeholders using dashboards and reports * interpreting and analysing data, comparative analysis, benchmarking, trend analysis * bringing data together to communicate clear themes and trends * focusing on data quality to provide confidence for making decisions on a single version of the truth. |

## Level 2

Assists with the creation of regular business intelligence reports using standard tools.   
Supports data preparation from existing sources.

## Level 3

Sources and prepares data for analysis and performs standard business intelligence analysis activities.   
Creates and delivers standard reports in accordance with stakeholder needs and conforming to agreed standards.   
Investigates the need for new or revised business intelligence analysis.   
Contributes to the recommendation of improvements. Engages with stakeholders under direction.

## Level 4

Supports business intelligence needs of specific management or governance processes or operational areas.   
Investigates the need for business intelligence reporting and analysis where there is some complexity and ambiguity.   
Selects and applies non-standard business intelligence tools and techniques to provide insights and aid decision-making. Selects, acquires and integrates data for analysis.   
Identifies opportunities to digitise and streamline operational data handling and optimise business intelligence capabilities.

## Level 5

Plans and manages business intelligence activities.   
Ensures that business intelligence processes are robust, efficient and fit for purpose, focusing on automation, key controls and data quality. Advises on the available standards, procedures, methods, tools and techniques.  
Manages reviews of the benefits and value of business intelligence techniques and tools and recommends improvements.   
Contributes to the development of analytics policy, standards and guidelines.