

# Job Description

<b>JOB TITLE</b>	Data Analyst
<b>LOCATION</b>	Head Office, Ipswich
<b>REPORTS TO</b>	Senior Data Analyst
<b>DIRECT REPORTS</b>	None

## **MAIN PURPOSE OF THE JOB: (JOB SUMMARY)**

To support the analysis and interpretation of quantitative and qualitative data to support evidence based planning and decision making across the IPRS Group business.

## **KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)**

- To help define data requirements, influence the development of appropriate processes and systems to collect service data, and work with managers to facilitate the analysis of this data to optimise business opportunities.
- Undertake analysis of quantitative and qualitative data across the IPRS Business to influence business strategy and decision-making.
- Recognise, extract and interpret data trends from large and complex data sets and express those trends in a business context.
- Assist in the production of business volume forecasts and ongoing review/analysis
- Gather and interpret internal and external information from reports and other sources.
- Produce regular and ad-hoc reports, briefings and presentations for internal decision makers that present complex data and qualitative information in easy to understand formats and provide insights /promote action.
- Produce regular and ad-hoc reports to be presented to clients.
- To be responsible for ensuring the completeness, accuracy, robustness and timely production of all data reports.
- To be responsible for ensuring that all client contracts are being correctly administered and invoiced through monthly review of Client Management Information and Invoicing data.
- Work closely with the IT Department to ensure internal data integrity and robust systems, and instigating minor changes where necessary.
- To train and support staff where required on Microsoft programmes, including Excel spreadsheets, graphs, complex data analysis
- To undertake any other duties compatible with the grading of the post, as required

**PERSON SPECIFICATION**

The successful candidate will need to be proficient in using Microsoft Excel with the ability to use formulae, use Pivot tables and create graphs. You will also need to be creative, work independently and have excellent analytical skills.

**(E) Essential (D) Desirable**

**Education and Qualifications:**

- Degree in Mathematics/Statistics or related subject which includes formal training in data analysis (E)
- Previous data analysis experience (D)

**Experience & Knowledge:**

- IT and data analysis experience, including a good knowledge of Microsoft Software, including Excel (E)
- Experience of presenting and interpreting data in a useable manner for a range of audiences (E)
- Experience of strategic thinking in a business environment (D)
- Experience using VBA Programming language (D)
- Experience using SQL (D)

**Skills & Abilities:**

- Ability to produce timely, high quality data analysis and reports
- Ability to demonstrate good attention to detail
- Logical decision making and a hands on approach
- Ability to manage time in order to meet agreed deadlines in a demanding environment
- Ability to communicate effectively with internal and external customers verbally and in writing
- Confident with the ability to operate in a changing environment
- Ability to work under minimum supervision and on own initiative
- Problem Solving

<b>CRB CHECK REQUIRED</b>	<b>Yes (Standard) plus BPSS Clearance</b>
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**ORGANISATION CHART**

