	Data & Performance Analyst **Reporting to Head of Performance & Innovation**

Job Profile

As a key member of the Performance & Innovation Team, this technical role will work to ensure that all business areas have access to actionable business intelligence and performance reporting that underpins improvement, activity and decision-making, while ensuring it is managed and utilised in a way that meets best-practice industry standards for data control, governance and use. You will be responsible for extracting and presenting meaningful insights from data to support informed decision making. Responsibility for collecting, analysing and visualising data to uncover trends, patterns, and intelligence.

Data Handling

- Collect and aggregate data from various sources and pre-processing to ensuring accuracy, completeness and readiness for analysis.

- Ensure data sets are authenticated, evaluated and used to provide accurate and timely information.

- Produce clear and informative data visualisations, including charts, graphs and dashboards to satisfy reporting requirements.

- Investigate predictive models and time-series analyses to make data-driven forecasts.

Monitoring and Reporting

- Present data insights to non-technical stakeholders in a compelling and understandable manner.

- Generate reports and summaries of data analysis, highlighting key findings and recommendations for decision-makers.

- Identify gaps in knowledge and work with others to fill information gaps.

- Ensure regular monitoring, analysis, and audit of our performance indicators.

- Work with representatives from partner organisations.

Personal Profile

Essential:
Knowledge

- High level qualification in a relevant subject (e.g. Statistics, Computer Science, Economics, Business Systems or related disciplines) or significant practical experience in a Data Analyst or similar role.

- Proficiency in data analysis tools and software, such as Excel, Python, R, SQL.

- Proficiency in data visualization tools such as Business Objects, Power BI.

<u>Skills</u>
- Track record in the development of data and analytical systems

- Excellent communication and data presentation skills.

- Confidence in delivering presentations to a wide variety of audiences.

- Good inter-personal skills.

- Strong analytical skills with the ability to analyse and interpret complex information.

- Experience of analytical research and data collection.

- Flexible, adaptable and able to work under pressure

<u>Personal Qualities</u>
- Excellent attention to detail and the ability to work independently and as part of a team.

- Organised and methodical approach to work.

Role outputs include the requirement to:

<u>Data management</u>
- Supports the team in managing and delivering the businesses data outcomes.
- Continuous review of the data and controls to ensure that data is collected, managed and used in a way that meets best-practice standards.
- Work with services and teams to identify and develop appropriate data sets for developing robust business intelligence and performance reporting.
- Provide advice and guidance on appropriate data controls and collection principles and practice.
- Develop business-wide data and reporting tools.
- Reviewing the business data requirements in conjunction with the performance analysts and partners, ensuring the right information to improve delivery of the business strategy is available and accessible.

<u>Data analysis</u>
- Collect, collate, evaluate and analyse complex information from a wide range of internal sources
- Present identified patterns and trends from analysis in reports for business leads
- Manage, abstract and aggregate data alongside a range of analytical studies on that data.
- Manipulate and link different data sets.
- Summarise and present data and conclusions in the most appropriate format for users.
- Use expert knowledge of relevant data and analytical techniques that will help the business focus on mitigating risk, improving performance, and directing its work where it will have the greatest impact.
- Support business leads with self-service data analysis within their functions

<u>Delivering business aims</u>
- Review workflows across various functions and ensure that internal processes are auditable and adhere to good data management principles and standards.
- Keep abreast of strategy and performance issues across the business so that the delivery of the Performance Team meets business needs.
- Support the team in delivering on strategic outcomes
- Improve the quality and relevance of information presented and reported across business

- Deliver outcomes against City Building reporting requirements and strategies.

Conditions

Your contracted hours of work will be 36 per week to be worked to suit the needs of the business. The opportunity for flexible working is available.
You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health Safety and welfare legislation.