	Trainee Data and Performance Analyst **Reporting to Head of Performance and Innovation**

Job Profile

City Building is looking for an ambitious, and enthusiastic graduate data analyst to join our Performance and Innovation Team to drive change and improvements.

You will be qualified to a degree level in a data-related discipline.

You will assist in the extracting and presentation of meaningful data to support informed decision making. You will assist in collecting, analysing and visualising data to uncover trends, patterns, and intelligence. As a key member of the Performance and 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.

Working within the Performance and Innovation Team, reporting to the Data and Performance Analyst you will develop, and create analytics/reports and/or processes relating to the requirements that meet business needs and requirements.

Requirements

Data Handling

- Collect and aggregate data from various sources and pre-processing to ensure 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

- Assist in the preparation of data insights for 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.
- On occasion, you may need to work with representatives from partner organisations.

Personal Profile

Essential

Knowledge

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

- Practical knowledge of data analysis tools and software, such as Excel, Python, R, and SQL.

- Practical knowledge of data visualization tools such as Business Objects, Power BI, and Tableau.

Skills

- Excellent communication and data presentation skills.

- Good interpersonal skills.

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

- Flexible, adaptable, and able to work under pressure.

Personal Qualities

- 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:

Data management

- Assist in supporting the team to manage and deliver the business's 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.

- Work with the team to review 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.

Data analysis

- Collect, collate, evaluate, and analyse complex information from a wide range of internal sources.

- Manipulate and link different data sets.

- Summarise and present data and conclusions in the most appropriate format for users.

- Use 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,

Delivering business aims

- Assist in the review of 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 strategic outcomes.

- Improve the quality and relevance of information presented and reported across the 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.