# Data Analyst

£40,444 - £43,150 (Band 9, SCP 28–31)

Full Time (37 hours per week)

Fixed Term 24 Months

## Join our team

- Are you a data analyst who enjoys turning complex, multi-source data into accurate, reliable insight?
- Do you have strong Microsoft Excel skills and experience building reports and dashboards in Microsoft Power BI or an equivalent business intelligence tool?
- Can you explain what data is telling you, including its limitations and risks, to technical, non-technical and senior audiences?
- Do you care about data quality, good data governance and the responsible use of data?

**Come and join NEPO as our Data Analyst!**

## What you will be doing

This is an exciting opportunity to join NEPO on a full-time basis, reporting to our Product & Data Specialist.

You'll produce the accurate, timely KPI, periodic and ad hoc analysis that informs our operational and strategic decision-making. You'll balance the delivery and improvement of existing reporting with support for new data solutions as they are designed, tested and brought into business-as-usual operation, helping to develop NEPO's data capability as it grows.

You'll be working closely with colleagues across NEPO, data owners and third-party delivery partners to understand business needs, agree requirements and make sure our data is used well.

Working on a hybrid basis from NEPO's HQ at the Northern Design Centre in Gateshead, your role will entail:

- Producing KPI, periodic and ad hoc reporting by collating, validating and analysing data from multiple sources.
- Extracting, preparing and transforming data from databases, spreadsheets and other sources, including structured, semi-structured and legacy data.
- Investigating and resolving data quality issues, including data linkage, deduplication and record matching where identifiers are incomplete or inconsistent.
- Owning, developing, testing and improving data models, dashboards and reports, primarily using Microsoft Power BI.
- Identifying opportunities to improve and automate reporting through documented, repeatable data processes.
- Reviewing analytical logic, calculations and outputs, including those produced by delivery partners, to identify errors and risks.

- Supporting discovery, requirements gathering, testing, reconciliation and user acceptance for new data solutions.
- Supporting the transition of data products into business as usual through documentation, knowledge transfer and training.
- Applying and promoting data governance standards, and supporting the responsible use of AI and automated tools.
- Communicating findings, assumptions, limitations and risks clearly, adapting the level of detail to the audience.

Please refer to the **Job Profile** for a full description of the role.

## Essential Key Skills & Qualifications

### Qualifications

- Degree in a relevant field (e.g. data science, statistics, mathematics, computer science) or equivalent demonstrable experience.

### Knowledge

- Sound understanding of data analysis, data modelling and the use of spreadsheets and databases to store, structure and interpret data.
- Strong knowledge of Microsoft Excel, including methods for maintaining data integrity and producing reliable analytical outputs.
- Practical understanding of data quality, data management and data governance principles.
- Understanding of data privacy, ethics and relevant legislation, including the UK GDPR and Data Protection Act 2018.
- Ability to learn and apply new data tools, technologies and analytical methods as our data capability develops.

### Experience

- Experience of working in a data analysis role and applying appropriate analytical methods to support informed decision-making.
- Experience of extracting, profiling, cleansing, transforming and reconciling data from multiple sources.
- Experience of identifying trends, patterns, anomalies and actionable insights within data.
- Experience of developing analytical reports, dashboards and visualisations using Microsoft Power BI or an equivalent business intelligence tool.
- Experience of presenting complex data and analytical findings clearly through reports, visualisations and verbal communication for technical, non-technical and senior audiences.
- Experience of coordinating analytical activities, managing competing priorities and delivering accurate outputs within agreed timescales.

### It would also be great if you have

- Knowledge of SQL, Python, R or another language used for data analysis and transformation.
- Understanding of relational and non-relational databases and semi-structured data, including JSON.
- Experience of designing reusable or automated data preparation, reconciliation or reporting processes.
- Experience of Power BI workspace administration, access management, deployment or governance.

- Experience of supporting data or technology projects, including requirements gathering, testing, user acceptance and knowledge transfer.
- Experience of working in a public sector organisation, or an understanding of public sector performance reporting.
- A relevant professional certification in data analysis, data science or a related discipline.

Take a look at the **Job Profile** for a full description of the role. The Job Profile also outlines the skills, experience and qualities we are looking for.

## About NEPO

NEPO is a public buying organisation, governed by the public sector, for the public sector. NEPO is designed to deliver commercial solutions that provide routes to market, unlock value, reduce procurement complexity and help organisations achieve better outcomes.

Working collaboratively with customers and suppliers, NEPO combines commercial expertise with collective buying power to deliver strategic procurement solutions across a broad range of goods, works and services. NEPO are a trusted commercial partner for the public sector and a vehicle of choice for suppliers seeking efficient, compliant access to public sector opportunities.

Through market engagement, innovation and strong supplier partnerships, NEPO help the public sector maximise value for money, manage risk and deliver lasting social and economic impact.

NEPO employees benefit from:

- Flexible working
- Access to technology that enables agile working
- Continuing professional development, including training opportunities
- Annual leave ranging from 28 to 32 days (depending on length of service), plus public holidays
- Eligibility to join the Local Government Pension Scheme
- Hybrid working model with an HQ in Gateshead's Baltic Quarter

## Important dates

The deadline for applications is **Monday 30th November 2026 at 23:59.**

Interviews will be held on **Thursday 3rd, Friday 4th or Monday 7th December 2026**. Interview dates and times will be confirmed to shortlisted candidates following shortlisting.

If you are unavailable on any of these dates, please say so in your application.

## How to apply

Applications will only be accepted via https://www.northeastjobs.org.uk

Please ensure that your Supporting Statement demonstrates why you are suitable for the role, with clear reference to the criteria listed in the Job Profile.

If you need any reasonable adjustments during the application or interview process, please let us know.

For an informal discussion about the role, please contact Adam Smith adam.smith@nepo.org or call 07976 775015.

For further information about NEPO, please visit our website at www.nepo.org or check out our LinkedIn page.

**No recruitment agencies please.**