JOB DESCRIPTION

JOB TITLE: Data Analyst

GRADE: £40,444 - £43,150 (Band 9, SCP 28–31)

BASE: Northern Design Centre, Abbots Hill, Baltic Business Quarter, Gateshead, NE8 3DF

MANAGED BY: Product & Data Specialist

SUMMARY OF POST

a) Support the organisation's reporting and analytical requirements by producing accurate, timely and accessible KPI, periodic and ad hoc analysis to inform operational and strategic decision-making.

b) Extract, prepare, validate and analyse data from multiple sources, applying appropriate methods to improve data quality, consistency and reliability.

c) Maintain and improve existing reports, data models, dashboards and visualisations, while supporting the development, testing and implementation of new analytical solutions using Microsoft Power BI and other appropriate tools.

d) Work with stakeholders, data owners and third-party delivery partners to understand business needs, define requirements and support the successful transition of new data capabilities into business-as-usual operation.

e) Communicate analytical findings, trends, limitations and risks clearly to technical and non-technical audiences, while promoting good practice in data management, governance and responsible data use.

JOB PURPOSE

The key duties of this post will include:

Coordinating Data and Analytical Projects

1.1 Balance the ongoing delivery and improvement of existing reporting and analysis with support for the discovery, implementation and transition of new data solutions.

1.2 Identify opportunities to improve and automate reporting and analytical processes using appropriate data tools and documented methods.

1.3 Review analytical logic, calculations, documentation and technical outputs, including those produced by delivery partners, to identify errors, risks and opportunities to improve reliability and maintainability.

1.4 Produce and support KPI, periodic and ad hoc reporting by collating, validating and analysing data from multiple sources, ensuring outputs are accurate, timely and delivered in accordance with agreed quality standards.

1.5 Support discovery and requirements gathering by documenting current reporting processes, data sources, business needs, priorities and intended outcomes.

1.6 Coordinate analytical activities across the project lifecycle, working with internal stakeholders, data owners and third-party delivery partners.

1.7 Support testing, reconciliation and user acceptance by validating data, calculations, dashboards and other deliverables against agreed requirements and existing reporting outputs.

1.8 Support the transition of agreed data products and reporting processes into business-as-usual operation through effective documentation, knowledge transfer, training and ownership arrangements.

1.9 Adapt to changing responsibilities and technical priorities as the organisation’s data capability, technology and operating model develop.

Data Preparation, Transformation and Linkage

1.10 Extract, prepare and transform data from databases, spreadsheets and other available sources, including structured, semi-structured and legacy data, into appropriate formats for

analysis and reporting.

1.11 Investigate and resolve data quality issues using appropriate profiling, validation, cleansing and error-handling techniques

1.12 Apply data linkage, deduplication and record-matching techniques where unique identifiers are unavailable, incomplete or inconsistent.

1.13 Combine internal and external data sources and apply appropriate classifications, reference data and contextual information to improve analytical value.

1.14 Develop documented and repeatable data processes that improve consistency, reliability and efficiency while reducing manual effort.

Data Governance, Management and Responsible Use

1.15 Apply and promote organisational data governance policies, standards and procedures, providing practical guidance on data integrity, consistent data capture and appropriate data handling.

1.16 Contribute to the continuous improvement of data governance processes, controls and working practices to support the consistent, responsible and effective use of data.

1.17 Maintain clear and accurate documentation of data sources, definitions, processes and analytical outputs to support transparency, consistency and business continuity.

1.18 Support the responsible use of artificial intelligence and automated tools, considering data privacy, bias, transparency and appropriate human oversight.

Data Visualisation

1.19 Own, develop, test, maintain and continuously improve data models, dashboards and reporting solutions, primarily using Microsoft Power BI.

1.20 Create clear and intuitive visualisations based on validated metrics that simplify complex information and support business decision-making.

1.21 Support appropriate access controls and governance

arrangements for dashboards, workspaces and reporting solutions.

Stakeholder Communication

1.22 Translate technical and non-technical stakeholder needs into clear analytical and data requirements, setting appropriate expectations about scope, quality and delivery.

1.23 Communicate analytical findings, assumptions, limitations and risks clearly, adapting the content and level of detail to the intended audience.

1.24 Facilitate constructive discussions where requirements, source data, analytical findings or proposed approaches need to be challenged or clarified.

1.25 Work collaboratively with colleagues, data owners and delivery partners to understand data definitions, structures and limitations and agree appropriate approaches to its use.

Personal Disposition

2.1 Plan and organise workload to ensure effective, efficient and timely delivery of agreed tasks, working independently, to the required standard to support the overall delivery of the organisation's work programme.

2.2 Demonstrate high professional standards that represent the organisation in a positive and professional manner and contribute to the continuous progress and development of the business.

2.3 Build appropriate broad and professional networks to increase the influence that can be exerted on matters that concern the organisation and its customers and clients.

2.4 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a collaborative team.

2.5 Take responsibility for your own health, safety and welfare ensure that organisational health and safety policy and procedures are adhered to.

2.6 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of the organisation.

2.7 Carry out other duties, engage in development activities and promote the benefits and strategy of the organisation and its services as required.

3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
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 the organisation's data capability develops.	Knowledge of SQL, Python, R or another language used for data analysis and transformation. Understanding of relational and non-relational databases and the use of structured and semi-structured data, including JSON. Understanding of public sector performance reporting and data requirements.	Application and interview.
Qualifications	Degree in a relevant field (e.g. data science, statistics, mathematics, computer science) or equivalent demonstrable	Relevant professional certification in data analysis, data science or a related discipline.	Application

Criteria	Essential	Desirable	How identified
	experience.		
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	Experience of working with complex, incomplete or multi-source datasets and resolving issues affecting their use in reporting and analysis. Experience of designing reusable or automated data preparation, transformation, reconciliation or reporting processes. Experience of Power BI workspace administration, access management, deployment or governance within a Microsoft technology environment. Experience of supporting data or technology projects including requirements gathering, testing, validation, user acceptance, documentation or knowledge transfer. Experience of contributing to the development or improvement of data governance arrangements,	Application and interview

Criteria	Essential	Desirable	How identified
	activities, managing competing priorities and delivering accurate outputs within agreed timescales.	including data standards, documentation, ownership, quality controls and responsible data use. Experience of working in a public sector organisation.	