

Job Description

Data Analyst

RESPONSIBLE TO: Project Manager

JOB PURPOSE: to provide a greater high level of insight into the business and its performance using data to bring to life improvement opportunities ensuring our data is accurate and we have one version of the truth.

'WHAT' you'll do!

- To provide robust and statistical insight and modelling using statistical techniques and tools
- Ability to identify opportunities for improvement through a curious nature with the ability to work across the business
- Provide detailed analysis on key performance areas of rental collection, Allocations, CX and asset performance
- Work as part of the major project teams to deliver reporting and insight requirements highlighting variances
- Identify opportunities for further improvement in insight by being aware of new technology and techniques
- Support Business Planning and Options Appraisal activities with comparative statistical analysis

'HOW' – you'll do it!

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

Person Specification

	ASSESSMENT	
Behaviour – HOW		
Transparent with your teams and peers	E	
Restless in your approach to finding better ways	E	
Upfront and honest	E	
Skilled - continually improving	E	
Together – championing a “one team” ethos	E	
Qualifications		
Degree level qualification, such as mathematics or equivalent	E	I/C
Professional or management qualification, such as RSS	E	I/C
Skills/Abilities/Competence WHAT		
Spotting trends, variances, working with large complex data sets and analyzing data	E	
Process engineering using large amounts of complex and multi variants of data	E	
Ability to deal with data and information confidentially and sensitively	E	
Work in a changing, fast paced environment	E	
Results driven and oriented	E	
Strong and decisive that is resilient, confident and resourceful	E	
Problem solving & making sound decisions whilst using good judgment	E	
Having COURAGE to use (good) judgement , take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	
Effectively managing your internal customer expectations	E	I/A
Stakeholder Management	E	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I

METHOD OF ASSESSMENT

- A** **Application form**
- I** **Interview**
- S** **Skills Test**
- C** **Production of Certificates**