

Job Title: Senior Data Analyst

Grade: Band E

Reports to: Business Insight Lead

Role Responsibilities: No line management or budget responsibilities

The Role

Our vision is to transform lives, empowering independence through care excellence for all.

The Senior Data Analyst will work within the Enterprise Resource Planning platform to build the new reporting environment for the company. The ideal candidate will have worked in depth in data analysis, including experience extracting and manipulating data using data visualisation tools such as PowerBI, as well as leveraging Excel formulae and macros for data manipulation and analysis, and producing digestible business intelligence and actionable information leading to high business impact.

The candidate should have strong communication and project management skills, enabling them to work with key business stakeholders to understand requirements and shape analytical deliverables. They should also have a demonstrated ability to think strategically and analytically about business challenges, with the ability to work cross-organisationally. A keen sense of ownership and drive will be essential in balancing many priorities, complexity of data and ambiguity.

Job purpose

Responsible for the reporting environment within the Enterprise Resource Platform and associated analysis and data visualisation tools.

Collaborating with the wider business to build self-service reports and establish automated processes for data analyses.

Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

Duties and Responsibilities

- Critically evaluate and validate information from large datasets to understand the underlying requirements of the business by accurately using ERP, MS Excel modelling and SAP-Crystal Reports
- Own the reporting strategy and roadmap for the organisation, investigating and defining the tools and systems required to deliver management information to the organisation in the most efficient and cost-effective way
- Ensure that data is captured, structured, and stored appropriately so that it is easy to interrogate for reporting purposes
- Prepare, produce, and distribute complete, accurate and timely reports to meet internal and external stakeholder requirements
- Communicate analytical/statistical findings to a wide range of audiences, including non-analytical professionals
- Develop, configure, and maintain databases and information systems as required, ensuring these are aligned with ECL's Business Insight strategy
- Responsible for sourcing and manipulation of relevant data-sets from internal/external systems to meet business requirements
- Analyse complex data-sets as required
- Create and maintain business intelligence tools to enable end users to access timely, accurate and understandable data that is useful to their needs
- Create interactive analyses, dashboards and KPI monitoring to present and report performance and other highly complex information, adjusting presentational styles to meet the requirements of different audiences
- Provide training to the wider business in relevant self-service information management systems, analysis tools and reports available and assist them in analysing information as required
- Work in conjunction with the Business Insight team sharing ideas and knowledge in order to inform best practice.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

Person Specification

Key Skills and Competence

Qualifications

- Education to degree level in a statistical analysis or a data science subject, or equivalent professional qualification or experience
- Postgraduate IMT or statistic qualification (diploma level) or equivalent experience in relevant field
- Evidence of continued professional development

Technical skills

- Advanced proficiency in Excel (including vba, Pivot Tables, array functions, Power Pivots, etc.)
- Knowledge of Data visualization concepts using open source technologies or tools such as PowerBI, Tableau, Qlik etc.
- Thorough understanding of relational database design concepts and best practices
- Hands on experience working with large datasets, structured/unstructured data
- Knowledge of MS Power tools
- Knowledge of ERP/CRM systems
- Some data engineering experience building data pipelines from various data sources
- Ability to independently write complex SQL/T-SQL queries and develop SQL Database design

Experience

- Previous role requiring experience of database development
- Experience of preparing analytical support to senior management and preparation of reports to senior/board level
- Demonstrative experience of creating dashboards, reports and tools using advance excel techniques
- Good examples of autonomous working and working as part of a team

Our Values



Supporting others with care, compassion, and positive engagement.



Working efficiently and innovatively to achieve excellence.



Working together to achieve our common goals.



Being open and having the courage to do what is right