



WORK WITH US

Job Description – Junior Data Analyst

February 2024

JOB DESCRIPTION: Junior Data Analyst

Contract: Fixed-term (until 31st March 2025)

Responsible to: Head of Delivery

Purpose of the post

Are you passionate about data? We are seeking a skilled and enthusiastic Junior Data Analyst to join our dynamic Help to Grow: Management team at the Chartered Association of Business Schools. We are a business-minded, mission-led organisation that exists to support our member business schools as they deliver world class education and impactful research for the benefit of society.

As a Junior Data Analyst you will be instrumental in turning complex datasets into compelling narratives for an established government-funded programme. Your role will encompass a variety of responsibilities, including: analysis and visualisation, insightful interpretation and process optimisation. You will have excellent attention to detail and be able to utilise your own initiative, but most importantly fit in as part of a team to support the delivery of a UK wide programme.

You will have a proven track record in turning raw data into actionable insights. Your proficiency in Power BI, Excel, and SQL, coupled with your ability to communicate complex findings, will set you apart.

You will be joining a high-performing, tightly knit and diverse team who value different skillsets and experiences and strongly encourage personal growth and development.

MAIN RESPONSIBILITIES

The successful post holder will:

- Understand and interpret data across the Help to Grow: Management programme (training will be provided.)
- Work with the data team to analyse large datasets and create visually compelling reports and dashboards using MS Power BI and MS Excel systems.
- Compare and identify differences between different datasets and sources, ensuring data consistency and accuracy.
- Have proficiency in software such as Azure SQL, Power BI Data flows, MS Dynamics 365, MS Excel and MS SharePoint Lists.
- Interpret programme data, patterns, and outliers to provide meaningful insights.
- Export raw reports from multiple databases and sources.
- Cleanse and transform raw data into usable formats for analysis.
- Implement data quality checks and ensure the integrity of datasets.
- Assist in identifying opportunities for process improvement and optimisation and communicate this effectively.
- Collaborate with cross-functional teams to understand their data needs and deliver solutions.

- Communicate findings and insights effectively to both technical and non-technical stakeholders.
- Document data analysis methodologies, data definitions, and report specifications.
- Maintain documentation for Power BI solutions and workflows.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. The role may evolve as the programme progresses.

PERSON SPECIFICATION

<i>Skills and experience</i>	<i>Essential / desirable</i>
Experience in analysing large datasets from multiple sources	Essential
Experience in creating visually compelling reports	Essential
Experience in using Power BI	Essential
Proficiency in Microsoft Excel	Essential
Experience with Microsoft Dynamics 365 and Power Apps	Desirable
Strong analytical and problem-solving skills	Essential
Ability to interpret data to identify trends, patterns and insights	Essential
Experience of working with multiple databases (SQL databases)	Desirable
Ability to convey technical information to non-technical audiences	Desirable
Experience in implementing data quality checks	Desirable
Ability to identify opportunities for process improvement	Desirable
Ability to document data analysis methodologies, data definitions, and report specifications	Essential

<i>Personal qualities</i>	<i>Essential / desirable</i>
A passion for working with data	Essential
Excellent attention to detail	Essential
Ability to show initiative and take responsibility for work	Essential
Ability to work collaboratively and willingness to learn and develop	Essential
A can-do and determined attitude	Essential
High standards of integrity	Essential
Educated to degree level or professional qualification	Essential
Highly adaptable	Desirable
Good time management and prioritisation skills	Desirable
Excellent written and verbal communication skills	Essential