**Responsible to:** Head of IT **Band:** Technical/professional

**PURPOSE**

**Job Role:**

**Business**

**Intelligence**

**Analyst**

The Business Intelligence Analyst will work closely with IS, Finance and Operations to deliver the business reporting requirements within a timely and consistent manner. The role will be key in assisting in the development of a data management strategy and provision of subsequent data management services that ensure and deliver effective, secure, timely and accurate information to aid Operational, Executive and Board decisions. You will also provide tactical information to end users to support process/product/performance management.

**SCOPE**

This position is expected to work with different departments within the business to ensure data and content is accurate and tailored to the audience. You will be responsible for summarising data and presenting results in Tableau, Excel or other outputs as needed.



**ACCOUNTABILITIES**

* Assist in the design, development and implementation of an effective data management strategy
* Automate the collection of disparate data sources to a suitable data warehouse
* Develop timely, efficient and reliable reporting solutions to fulfil developed strategy
* Provide reporting to management and influence decision making by management, Committees and Board
* Production of underlying SQL (tables, views, stored procedures, SSIS packages etc.) to enable production of critical datasets.
* Optimisation of all data processing tasks
* Work closely with the subject matter experts to ensure solutions accurately reflect the business requirements
* Work across all functions to test and produce reporting solutions
* Publish team specific interactive dashboards with conclusions
* Demonstrate a thorough understanding of the data within our core systems
* Integrate reporting solutions into the wider business applications
* Manage Tableau development and maintenance as well as other reporting deployments
* Create, maintain and produce ad-hoc reports;
* Enable self-service business intelligence that give business end-users access to information without direct IT involvement
* Analyse data to create and support business cases and affect change within the business
* Conduct any administration duties required on the reporting systems
* Work closely with IS team to exploit Infrastructure technology to optimise production
* You must act to deliver good outcomes for retail customers



**CORE COMPETENCIES**

* Demonstrate an aptitude to compile data into comprehensive reports, analyse trends, and make recommendations based off of findings
* Excellent communication skills - written and verbal, with an ability to convey complex information to a broad audience
* Comfortable and flexible working in a fast-paced environment
* Self-motivated with the ability to prioritise effectively to meet deadlines
* An ability to build strong relationships with internal and external stakeholders
* Positive "can do" attitude and highly analytical; enjoys challenges
* Strong interpersonal skills with ability to work independently and within a team
* Detail oriented and comfortable working with large data sets

**KNOWLEDGE/SKILL/EXPERIENCE**

* Hold qualifications in related disciplines such as statistics, mathematics and data sciences
* Knowledge of data management best practices
* Knowledge of data strategy principles and strategy development
* Knowledge of webservers, and web server integrations
* Strong experience of Tableau, Power BI or similar
* Experienced working with Windows Servers
* Experienced in data warehousing
* Experienced in SSIs, XML and other forms of data transformations
* Experienced in writing SQL scripts including procedures in Oracle and T-SQL
* Proficient in Excel
* Experienced in managing presentation layers and business intelligence pyramids