



Data Analyst

About the job

We are currently recruiting for a **Data Analyst** to work within the service design and business development teams of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

We are looking for an individual who is passionate, hands-on and eager to apply their knowledge and experience to the role. The role is likely to involve working on multiple exciting projects so the individual should be able to multitask.

Roles and responsibilities

- Utilise open source tools to design, develop, and implement visually appealing and interactive reports, dashboards, and data visualisations based on diverse data sources.
- Collaborate with cross-functional teams to understand reporting requirements and translate them into effective visualisations and reporting solutions.
- Extract and manipulate data from different sources to ensure accuracy, consistency, and reliability of reports.



- Create, maintain and optimise reports, continuously improving data visualisation techniques and report performance.
- Identify trends, patterns, and opportunities within the data to provide actionable insights for various business functions.
- Support stakeholders by presenting and explaining the insights derived from the reports, helping them make informed decisions.
- Proactively monitor data quality and integrity, resolving issues, ensuring data accuracy and effective measurement of impact.

Experience

- Experience with using data visualisation tools to provide insights (e.g. Power BI, Tableau, Grafana).
- Experience in data warehousing, data mining, and data cleansing.
- Experience in using MySQL or similar RDS systems to create queries and data models.
- Expertise in either Python and/or R, the command line, with strong coding skills.
- Advanced spreadsheet user (Microsoft Excel, Google Workspace etc).
- Ability to communicate detailed, complex data insights to key stakeholders in an understandable way.

Skills and competencies

- Excellent organisational skills
- Good attention to detail.
- Excellent analytical and problem-solving skills.
- Good communication skills, both verbal and written as you will be working with a range of colleagues and prospective employees at all levels.
- Ability to communicate complex findings and insights to non-technical stakeholders.
- Detail-oriented with a strong sense of ownership and accountability.
- Proactive and able to work independently or in a team environment.