

JOB DESCRIPTION



Title: Data Analyst

Reports to: Analytics Manager

Responsible for: N/A

Office location: Agilysis' Banbury office, and other locations as required (including client premises and home working)

Job Purpose

The post holder will play an important role in the delivery of high-quality analytical services for Agilysis' clients, to inform and support road safety insight. They will take responsibility for the translation of data into user friendly reports, conduct trend analysis and deliver insights to ensure that clients derive the maximum benefit from our products and services.

Key Responsibilities

- Creation and delivery of high quality and user-friendly reports, visualisations, and dashboards
- Contribute to the development of a range of analytical products to meet client requirements
- Work with the Research team on a wide range of projects to understand emerging trends
- Present report outputs to clients and explain methodologies to non-technical audiences
- Ensure that all reports and products are prepared professionally, in line with current reproducible analytical pipelines and consistent in both quality and branding.
- Own and manage regular reporting systems including developing and maintaining reproducible analytical pipelines
- Support clients in understanding our solutions including the underlying data, operation of online tools, and communicating use-cases
- Attend training and pursue continuous professional development to advance and maintain relevant knowledge and skills

Scope and Scale

The purpose of this role is to work as part of a specialist analytical team, using an in-depth knowledge of various software tools that provide value to our customers. The role will work alongside the Analytics Manager, Data Scientist and GIS Analyst to maintain, develop, and grow a suite of impressive analytical products for our clients. There will be substantial opportunities to develop analytical, technical, and professional skills and knowledge. Domain experience in transport safety is a significant advantage.

Performance Expectations

The post holder will be appraised by their supervisor and will be responsible for regular delivery of certain standard products and ad-hoc projects as they arise. They will exhibit a significant degree of autonomy and be able to work without guidance in accordance with agreed policies and procedures.

Approval & Review

Signed:

Date: 28/11/2021

Post approved by: R.Owen

This job description is due for review on: 28/11/2022

Job Description

Agilysis Limited

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton, K Batchelor, T Fosdick

Registered Office: 27 Horse Fair, Banbury, Oxfordshire, OX16 0ES

Title: Data Analyst

Business Competencies

Scale 0 - 4	Expected level of competence
Strategy and planning	2
Commercial awareness	2
Service provision (contract management, accounts, etc)	2
Leadership and initiative	2
Changing and improving	2

Education, Training & Qualifications

Scale 0 - 3	Expected level of competence
Educated to GCSE level or equivalent	3
Educated to A-Level or equivalent	3
Relevant University degree	2
Relevant professional qualification or certified training	2

Key Competencies

Scale 0 - 4	Expected level of competence
Collaboration and communication skills	3
Organisational and time management skills	2
Ability to curate and implement procedures and processes	2
Microsoft Office Suite and basic IT literacy	3
Flexible working	1
English language skills, both written and verbal	3

Administration (Contracts, appraisals, Ts & Cs, general paperwork/documentation, etc)	1
Full driving licence and use of a car*	2

*Scale 1 - 3

Management Competencies

Scale 0 - 4	Expected level of competence
People	2
Projects	2
Finance	0
Change	2
Risk	1

Knowledge and Skills

Key Experience and Knowledge	Key Skills
Road Safety Knowledge	GIS tools such as ArcGIS, QGIS
Databases and data warehouses	Power BI or other dashboard tools such as Tableau
Data management, input and cleansing	Advanced Excel Skills
Producing reports and methodologies	Good working knowledge of SQL (writing SELECT statements, JOINS, GROUP BY, FILTER etc)
Good working Knowledge of key MS office applications (Teams, Outlook, Word, PowerPoint)	Familiarity with R or similar programming languages

Approval & Review

Signed:



Date: 28/11/2021

Profile approved by: R.Owen

This person profile is due for review on: 28/11/2022

Person Profile

Agilysis Limited

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton, K Batchelor, T Fosdick

Registered Office: 27 Horse Fair, Banbury, Oxfordshire, OX16 0ES