

## JOB DESCRIPTION



**Title:** Junior 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

As a Junior Analyst for Agilysis, you will join our successful Analytics Team to support the delivery of a range of high-quality services and products. You will help to deliver many of our existing solutions including online data analysis systems, analytical reports, and interactive maps and dashboards. You will work with a variety of clients in different sectors relating to our work in the UK and overseas, all with real-world impact.

### Key Responsibilities

- Process and analyse data from a variety of sources including road networks, populations, transport data, and road collisions.
- Ensure that all reports and products are prepared professionally, in line with current procedures, and that are consistent in both quality and branding.
- Contribute to the delivery of high quality and user-friendly online tools including visualisations, maps and dashboards using a variety of software packages
- Assist the team with the development of new analytical products, and the improvement of existing solutions for a variety of large and small clients in our key sectors
- Maintain and develop reproducible analytical pipelines to deliver products for clients quickly and accurately
- Conduct data cleaning and quality audits to validate data and report outputs
- Participate in client discussions and work through implications and recommendations based on their suggestions and requirements
- Attend training and pursue continuous professional development to advance and maintain relevant knowledge and skills


### Scope and Scale

As a junior analyst for Agilysis you'll work closely with experienced analytical professionals and mentors in a collaborative environment. You will learn the fundamentals of data management, data warehousing, data cleansing and information analysis. 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 degree of autonomy and be able to work in accordance with agreed policies and procedures.

## Approval & Review

Signed: 

Date: 01/12/2021

Post approved by: R.Owen

This job description is due for review on: 01/12/2022

## 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: Junior Analyst**

**Business Competencies**

Scale 0 - 4	Expected level of competence
Strategy and planning	1
Commercial awareness	2
Service provision (contract management, accounts, etc)	1
Leadership and initiative	1
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	1

**Key Competencies**

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

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

\*Scale 1 - 3

## Management Competencies

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

## Knowledge and Skills

Key Experience and Knowledge	Key Skills
Experience visualising data with charts and/or dashboards and the ability carry out storytelling with the data	Good working Knowledge of key MS office applications (Excel, Teams, Outlook, Word)
Experience of working with large datasets	Familiar with SQL (basic)
Experience of working directly with customers	Familiar with coding languages (e.g. R/Python)
Able to work as part of a team and support the work of that team	GIS skills such as ArcGIS/QGIS would be an advantage
	Strong interpersonal and presentation skills

## Approval & Review

Signed:



Date: 01/12/2021

Profile approved by: R.Owen

This person profile is due for review on: 01/12/2022

## Person Profile

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