Role summary

The successful applicant's primary responsibility will be working with our Data Analyst to produce reports and visualisations of a diverse range of company data. Previous experience of financial reporting would be advantageous.

They will be working in a small data team as part of the larger Information Systems team. The main function of this team is to process data from many different departments covering a vast range of subjects and deliver interesting and useful dashboards and reports to the end user.

The Info Sys team also contains a UX/UI team who provide guidelines for anything that is published, and someone taking on this role will be expected to work to these guidelines. The work that they do will be presented as Power BI embedded on the F+P company Intranet, so any familiarity with workspaces and report publishing would be fantastic.

Part of the requirement for this role will potentially include meeting with other employees across the company to discuss their data visualisation needs, so strong communication skills are crucial. A successful candidate will be a keen advocate for data transparency, data ownership and be able to contribute to the data strategy of the Information Systems team.

While it is not a high-pressure environment, there is a rapid turnover of work expected so a well-suited candidate for this role will be focused and intent upon delivering high quality results. Ideally, they will be comfortable with working using an Agile methodology and be familiar with sprints, the "definition of done", daily standups, sprint backlogs and other associated terms.

Role definition

Job Title: Data Analyst

Reporting to: Senior Data Engineer

Responsibilities

- Creating and maintaining PowerBi reports.
- Using Power Query, M and DAX to create measures, calculated columns and tables.
- Modelling the data to produce efficient reports using a Star schema and understanding and creating the appropriate relationships within the model.
- Monitor and maintain the refresh and usage of the live reports on the PowerBI service.
- Analyse, filter and cleanse data by reviewing reports and performance indicators to locate and issues and gaps.
- Interpret data, analyse results using statistical techniques and provide ongoing reports.
- Adhere to the Foster + Partners Digital Design Guidelines.
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyse, and interpret trends or patterns in complex data sets.
- Create and implement effective metrics and monitoring processes.

Qualities and skills required

- Strong knowledge of and experience with PowerBI.
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Adept at queries, report writing and presenting findings.
- Excellent communication skills both written and verbal.
- Advanced knowledge of MS Excel, Word & Access.
- Comfortable executing BAU activities with a creative approach to designing improvements.
- High level of accuracy and attention to detail.
- Self-motivated and can work proactively independently or as part of a team.

Desirable

- SQL Server
- Financial reporting experience
- Azure Cloud Technologies, such as Azure SQL Server and Azure Data Factory.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

March 22