Job Profile

Job Ref No:		Closing Date:	
Job Title:	**Data Analyst**	Hours:	**35**
Department:	**HE&ED**	Section:	
Job Location:	**ROSEBERY PLACE, CLYDEBANK**		

Grade:	**AP5**	Grade Band:	**AP5**
Salary Range or Wage:	**£24,942 - £27,165**	Enhancements/ Allowances:	
Responsible To:	**Jeff Stobo**	Position:	**Manager of Strategy**

KEY PURPOSE

To collect, analyse and present performance and contextual information within Housing Services. To monitor and evaluate performance with a particular focus on void property management and to make recommendations for improvement based on trend analysis.

KEY ACCOUNTABILITIES

- Liaise and cooperate with the Housing Operations and Strategy Teams.
- Research, analyse and interpret data to help improve performance
- Monitor the effectiveness of changes in processes
- As part of the performance framework, provide detailed analyses of performance data

KEY PERFORMANCE AREAS

- Where relevant, provide staff, senior colleagues and Members with performance information, determining appropriate methods of dissemination and using the appropriate media to present information in a format and standard suitable for publication - including in tabulated, graphical, report, visual display, newsletter and other formats.
- Liaise with colleagues over the collection of data, ensuring that data received/transmitted is clear, accurate and timely, and deal with queries as appropriate.
- Use appropriate databases to extract information.
- Provide written reports for the management team as required
- Carry out any other duties appropriate to the post as directed by management

Person Specification		
Assessment Areas	**Essential Criteria**	**Desirable Criteria**
Relevant Experience	Demonstrable experience of data analysis using databases and spreadsheets. Demonstrable experience of working with Excel using advanced formulas, pivot tables and charts.	
Specific Skills, Abilities and Qualities	• Able to analyse statistical and other data and reach meaningful conclusions. • Able to negotiate with and influence others and deal politely and tactfully with a wide range of people. • Able to write explanatory notes, guidelines and reports. • Able to present statistical information to high quality formats. • Able to prioritise own workload to meet deadlines and manage periods of heavy and conflicting work demands. • Able to work collaboratively as part of a team. • Accurate and thorough attention to detail.	Working knowledge of saffron housing computer system
Required Qualifications	Excel Advanced or equivalent experience	
Any Additional Job Related Requirements	Demonstrable knowledge of statistical techniques and methods.	Some understanding of the data requirements of Local Authority housing providers