

MIDLANDS CONNECT JOB DESCRIPTION

Post Title	Assistant Data Analyst
Reporting to	Data Lead
Team	Strategy & Policy
Direct Reports	0

ROLE PURPOSE

This role sits within the Strategy & Policy Team at Midlands Connect and has an important part to play in the continued development and enhancement of the Midlands Connect Strategic Transport Plan.

You will use your technical skills to develop data analysis which will support the evidence base behind the Midlands Connect Strategy Transport Plan. You will work closely with delivery bodies (incl. National England, Network Rail and Local Authorities) to develop evidence to deliver the priorities set in the Plan. The analysis undertaken to support the Plan will filter down into the individual corridors and business cases.

As Assistant Data Analyst, you will be required to assist in the delivery of information, data analysis, modelling and visual tools that aid others in the production of recommendations/outputs to support transport projects. This will require a range of analytical techniques: from acquiring and storing spatially enabled data on contemporary data analytics platforms; to undertaking geo-spatial data analytics and statistical analysis; through to exploring problems, appraising options and providing objective advice. You will be expected to deliver work to defined standards of quality, accuracy and timeliness, supporting the team to develop and deliver required outputs.

ACCOUNTABILITIES

- Reporting to the Data Lead, you will work within the analytical team that works with key team specialists (including the Policy, Economics and Programme Development Leads) to assist in the development of our evidence base to support priorities set in the Strategy Transport Plan.
- Data quality assurance and scrutiny: Support the Data Lead with the identification and application of the right tools and techniques for data collection, analysis and data visualisation (including the use of business information tools).
- Data management: Ensures effective data governance including its relation to other organisational governance structures.
- Data communication: Ensures collected data is summarised and presented in the most appropriate format for both internal and external use.

RESPONSIBILITIES

- Deliver work in a timely and efficient manner to the levels of quality and accuracy required, providing an effective technical support service to internal and external customers.
- Analyse data using a range of tools and techniques to contribute to the team's production of intelligence and management information.

- Assist in carrying out research, gathering data and performing analysis and calculations to support the development of intelligence and management information, or engineering solutions, by the team.
- Support the Data Lead on project work streams related to area of specialism to ensure that the project is delivered to time, cost and quality standards.
- Assist in monitoring systems, processes and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking.
- Carry out all work in line with standards and procedures and identify actual compliance issues ensuring delivered work complies with all necessary requirements.
- Attend external forums where necessary, keeping up to date with best practice and ensure personal awareness of relevant issues.
- Collaborate with colleagues across Midlands Connect to ensure the technical services provided to the organisation are efficient, effective and support wider business objectives.
- Be pro-active in your approach to learning new data analytical techniques to support business needs.

PERSONAL SPECIFICATION

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
	E	D	App *	Int **	Other ***
Experience					
Working knowledge of the development and design of databases to integrate data from various sources.	x			x	
Experience in communicating/presenting/reporting complex data analytics concisely and to both technical and non-technical audience		x		x	
Working knowledge of spatial analysis with Geographical Information Systems (GIS)	x		x		
Working knowledge of data management/governance and how it works in relation to organisational governance structures		x		x	
Working knowledge of the use of databases to manage, analyse and report information.	x		x		
Experience of working in a team environment	x		x		
Skills/Knowledge/Abilities	E	D	App	Int	Other
Ability to work on own initiative, prioritising work to meet demands.		x		X	
Working knowledge of project management methodologies, including tools and techniques.		x	X		
Attention to detail and strong problem-solving skills.	x			X	
Good communication and presentational skills.	x			X	
Logical and creative thinking with the ability to respond to problems in databases, data processes, data products and services as they occur.	x				
Qualifications/ Professional Memberships	E	D	App	Int	Other
A 'highly numerate degree' in a relevant subject or equivalent experience, e.g. mathematics, statistics, engineering or science.		x			
Post graduate qualification.		x			

* Application

** Interview

*** Details will be shared at interview stage

HEALTH AND SAFETY

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

EQUALITY AND DIVERSITY

To promote and champion equality and diversity in all aspects of the role

LEARNING AND DEVELOPMENT

To participate in and take responsibility of any learning and development required to carry out this role effectively.

PERFORMANCE MANAGEMENT

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (GENERAL DATA PROTECTION REGULATION)

To ensure the reasonable and proportionate protection, processing, sharing and storing of Midlands Connect information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the Midlands, in all aspects of the role.

OTHER

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the Midlands Connect Partnership area on a regular basis.