



Job Profile

Job Title	Data Analyst
Reports to (job title)	Head of Commercial
Job Reference No.	HOMEJD1044

The job in a **nutshell...**

You're responsible for tacking large volumes of data, across multiple systems and translating it into accurate and insightful reporting. You will provide a fantastic business partnering experience and effectively collaborate with a range of stakeholders to ensure outputs are aligned with wider business needs. You will maximise the use of our systems and drive continuous improvement of our data and processes to support the Building Safety team in successfully managing their directorate.

What **success** will look like...

You will develop an accurate and insightful **BI dashboard** that gives the Building Safety team the information they need to successfully manage the directorate. You'll achieve this by working closely with the team to understand the multiple systems, their requirements and priorities and use your technical abilities to present the data in a user-friendly manner.

By business partnering with your stakeholders, you will ensure they understand the data, current performance and trends. You will adapt reports to fit business needs.

By driving continuous improvement and recognising weaknesses in our systems, processes and data, you will seek out and adopt new technological solutions and implement or improve our controls and processes to always meet the evolving needs of the team.

Partnering with our maintenance function you will identify efficiencies between the directorates and support collaborative working.

Effective collaboration with internal stakeholders, including IS to ensure our data and system strategies are aligned.

You'll already have these **brilliant** skills, qualifications and knowledge...

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Transferable skills

•We are organisers and drivers

- Take people with you
- Be authentic
- Use performance information to drive improvements in service to customers

•We have an eye for detail

- Pays attention to the details
- Using and recording information accurately and timely
- Has the appropriate skills and experience

•We are great influencers

- Be curious - listen to understand your audience's situation or style
- Understand our strategy and customers and able to articulate the benefits of change
- Be a real self-starter

Proven analytical skills

Technical qualifications, experience and knowledge

- You will have proven analytical skills, excellent Excel skills and good Power BI skills.
- You will be confident in delivering outcomes to stakeholders in different formats
- Experience in driving continuous improvements across systems.

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Previous experience working with Open Housing and Windows 365.

Knowledge of the housing sector is also an advantage.

Experience of delivering process improvement both to improve effectiveness but also to enhance customer experience.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

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Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

You'll be a budget holder? No ☒ Yes ☐...

You'll manage people? No ☒ Yes ☐...

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☒ Regular ☐ Frequent ☐

