

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Business Intelligence Analyst
Accountable to:	Business Intelligence Manager
PURPOSE OF THE JOB	
<p>The Business Intelligence Analyst will aid the enhancement of reporting and insight generation, working horizontally across Trinity markets and products as directed by the Business Intelligence Analyst.</p> <p>Using Tableau, Excel and Access, the post holder will contribute to transformational change across the business' use of data and reporting with the aim of improving decision making, data visibility and maximising commercial opportunities.</p> <p>Work with relevant colleagues across the business to create, extract, clean and transform various data sets to provide analysis, standardise metrics and performance management across the business using dashboard creation and analytical techniques to generate insight.</p> <p>Work in conjunction with the Business Intelligence Analyst to drive the analytics agenda.</p>	
KEY ACCOUNTABILITIES & TASKS	
<p>Subject matter expert on BI</p> <ul style="list-style-type: none"> • Seek opportunities to utilise BI tools to improve the business' understanding of customers, markets and challenges to growth. • Champion and advocate for the use of BI to drive the business towards the goal of self-service analytics. • Use BI to unlock the stories currently hidden within organisational data. • Own elements of company data and analysis as directed by the Business Intelligence Analyst. • Perform Ad-hoc analysis and data related tasks as directed by Business Intelligence Analyst. <p>Data strategy</p> <ul style="list-style-type: none"> • Assist in the definition, documentation and standardisation of an organisational data dictionary. • Define, document, standardise and embed analytical methodology across departments as directed by Business Intelligence Analyst. • Input on the data strategy with assistance from relevant colleagues. 	

- Scope technical opportunities to improve data integrity and integration across systems.

Data coordination and business analysis

- Extract and collate data from various internal systems to provide necessary reporting, including providing solutions for matching data from different sources.
- Report on progress of key organisational projects as directed by Business Intelligence Analyst.
- Provide monthly, quarterly and annual data reports that can be used for business analysis purposes.
- Interrogate specific sets of data that can be used and interpreted by both internal staff and external stakeholders

Ensure Data Compliance.

- Ensure all analytical work complies with internal policies and existing legislation.

Supporting external stakeholders

- To coordinate the monitoring and reporting requirements against External SLA's as directed by Business Intelligence Analyst.

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Experience:

- Experience of designing and building interactive dashboards in Tableau (1 year minimum).
- Experience of extracting & integrating data from different databases and platforms.
- Experience of requirements gathering and writing technical specifications.
- Experience of detailed data analysis and creating statistical reports.
- Experience of working with a wide range of organisations and creating reports for internal and external stakeholders.

Skills:

- Excellent understanding of data visualisation principles.
- Demonstrable skills in using Tableau for data analysis.
- Advanced Excel skills; including use of look up tables, complex formulas and pivot tables
- Advanced MS Access skills; including complex query writing (SQL) & knowledge of data warehousing.
- Good understanding of data architecture and strategic data planning.
- Highly numerate with knowledge of statistical techniques.
- Strong IT skills
- Excellent written and oral communications skills
- Ability to work to deadlines and manage own workload

Desirable:

- Knowledge/experience of Trinity products

CONTACTS: INTERNAL AND EXTERNAL

- Data & Analytics team members
- Heads of department
- Market leads
- Exec
- Supply Chain
- Colleagues with a data focus and other internal teams as appropriate