Job Description

Job Title	Data Analyst
Salary	£32,000- £40,000 pa
Location	Harbour House, Colchester
Start date	As soon as available
Accountable to	Finance Manager
Accountable for	N/A
Working with	Finance Department, All Staff

■ About the role

We are looking for a Data Analyst to join the Finance team and lead the analysis of financial data looking for trends, compiling statistics, ensuring data accuracy, developing accurate financial forecasts and explaining variances between planned and actual financial activities.

As well as analysing quantitative data the post holder will also lead the analysis of qualitative data, assisting with the production of surveys that will gather meaningful data, and support the development of ECPR's strategic vision.

The role involves close working with other departments to monitor, gather and analyse data from the ECPR's events and publications portfolios, the ECPR's Standing Groups and Research Networks, members and affiliates. The role will help provide management with useful insights into the data and external market factors that may influence it.

Application deadline 17:00 BST, Monday 28 June

■ About you

We are looking for a dynamic, numerate individual, with good IT, analytical and communication skills to join a high performing team to help ensure that key decisions are fully informed by reliable and relevant information. We are looking for someone who understands our values and is capable of making a significant contribution to the organisation's ongoing and future success.

We will require someone who is able to work autonomously, who is keen to take on the challenges of a new role and create a pivotal function that will support and develop all of the ECPR's activities.

You will have a high level of attention to detail, be devoted to ensuring data accuracy, and be flexible in adapting and changing working practices to best suit the needs of the organisation.

To apply, send your CV and application video addressing your suitability for the role to recruitment@ecpr.eu

Duties and responsibilities

This job description is subject to review to ensure it reflects the strategic direction and business requirements of ECPR. Created: May 2021

Duties and responsibilities	Measure of performance
■ General	
To source, understand, interrogate and analyse internal and external data sets with a view to answering strategically important questions and generating actionable insight across the organisation's activities.	*Analyse data collated from a wide range of sources, identifying data gaps and recommending improvements*
To develop and maintain reports and dashboards that can be accessed by a wide variety of users, sourcing reporting tools that will enhance the ECPR's ability analyse data.	*Use reporting tools and implement dashboards that will provide users with targeted data that they require for their role*
To develop metrics and KPIs to monitor and evaluate the performance of the organisation's activities.	*Develop appropriate measures for evaluating and tracking performance*
To provide data and analysis in response to ad-hoc requests from internal and external stakeholders.	*Produce accurate reports in a timely and efficient manner*
To prepare written reports for a variety of audiences, to present findings from data analysis or identifying themes, conclusions and recommendations.	*Produce clear informative reports that can be easily understood by internal and external stakeholders*
To provide advice, guidance and training to a variety of stakeholders on how to understand and interpret data, including tables, performance measures and survey results.	*Liaise, communicate, influence and build strong working relationships with internal and external stakeholders*
To work with the Communications and Events Departments to design and carry out surveys and analyse survey data.	*Identify questions that need to be asked and present the results clearly to inform decision-making*
To work with the IT Department to build reports that will assist with accurate and simple reporting tools that can be used widely by ECPR staff.	*Develop a deep understanding of the bespoke website, understanding how data is gathered, identifying any data gaps and helping to develop reports that will make working practices more efficient*

To attend team, management and Board meetings as required, and contribute to the further improvement of delivery and development of future programmes.	*Attend meetings, making well prepared contributions made available in advance*

■ Financial

To analyse financial data and create financial models to support decision making.	*Use past data to assist with the production of financial forecasts and plans*
To analyse past results, perform variance analysis, identify trends, and make recommendations for improvements.	*Use data efficiently to analyse performance, identify areas of strength and weakness and make actionable recommendations to enhance financial performance*
To work closely with the finance team to enhance data integrity and ensure accurate financial reporting.	*Identify variances that may have been caused by data input errors and highlight them to the finance team for correction*
To evaluate financial performance by comparing and analysing actual results with plans and forecasts.	*Identify key variances and analyse the data to explain the reasons for the variances*
To provide analysis of trends and forecasts and recommend actions for optimization of financial reporting.	*Understand and interpret financial reports and optimise their functionality*
To work with the finance team to ensure a high standard of financial reporting, maintaining accuracy whilst meeting targets and deadlines.	*Provide regular analysis of financial data to help identify errors prior to producing financial reports at period ends*

■ Development and improvement

To support the organisation's strategic planning process and monitoring of progress against the strategic plan and KPIs, maintaining, reviewing and developing specific KPI dashboards.	*Understand the organisation's strategic vision and goals and provide information that accurately measures performance against targets*
To use data to help develop the organisation's key operations such as events, marketing, funding, membership retention and Standing Groups' and Research Networks' activities.	*Develop a deep understanding of the organisation's charitable objectives and help enhance its ability to meet them*

To identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards.	*Consistently strive for improvement to continuously enhance the organisation's operations*
To develop and maintain awareness and understanding of developments and best practice within academe, including understanding the role and importance of networks and events.	*Understand and keep up-to-date of the role of academics, higher education and the importance of disseminating research within the community*
To increase productivity by developing automated reporting/forecasting tools and work with all departments to identify areas to increase efficiency and automate processes.	*Optimise processes and identify the products that will best suit the organisation's needs*
To proactively identify and use new sources of data and contribute towards the continuous improvement of the organisation's use of data insight/business intelligence in decision making.	*Take the lead on data gathering and analysis, and advise senior management on how it can be usefully applied to strategic and operational plans*
To actively seek opportunities to learn new skills and develop expertise that would contribute to the effective delivery of the role.	*Be engaged in CPD and consistently strive to improve the knowledge and experience that can be brought to the role*

■ Other duties and responsibilities

To understand and adhere to the ECPR's Data Protection policies and to Data Protection regulations.	*Ensure that the organisation retains and manages data in accordance with regulation and policies*
To undertake any other duties commensurate with the purpose and remit of the post.	*Team spirited and willing to help others*
To attend events, functions and meetings representing the ECPR and its interests.	*Travel in the course of your duties with possible overnight stays away from home*
To conduct yourself in a professional manner and manage personal safety whilst working away.	*Professional conduct in all interactions*
To embrace our values, mission and vision in everything we do.	*Positively contribute to ECPR's work culture and interactions*

Person Specification

Job Title	Data Analyst

■ Education and training	
An honours degree or equivalent level qualification	Essential
Willingness to undertake training and continuing professional development	Essential
Suitable literacy and numeracy qualifications	Essential
■ Experience	
Experience of analysing, presenting and reporting on data, and knowledge of effective data visualisation and best practice	Essential
Experience in database interrogation including the use of relational databases and the creation of queries to extract data for reports, for example using Microsoft SQL	Essential
Experience and proficiency in the use of Microsoft Office, including Word, PowerPoint, and using pivot tables and formulae in Excel	Essential
Competent general IT skills including good working knowledge of online meeting platforms, e.g. Zoom and MS Teams	Essential
3+ years in a Data or Financial Analyst role or other relevant experience	Essential
Familiarity with Sage 50 Cloud Accounts and reporting tools	Desirable
Experience of using Google Analytics and/or other software used to track web traffic	Desirable
A track record of assessing and interpreting complex requirements and producing information and analysis of high quality and accuracy	Essential
Demonstrable experience and knowledge of statistical techniques and software for the analysis of large and complex datasets	Essential
Proven experience of developing effective relationships and liaising confidently with internal and external stakeholders at all levels of seniority	Essential

Experience in delivering staff training and presenting data insights to colleagues in an easy understandable way	Essential
Familiarity with the use of collaborative workspace environments (e.g., Microsoft SharePoint and OneDrive)	Desirable
Experience of and skills associated with general administration in a busy office environment	Essential
Experience of working as part of a team	Essential
Demonstrable experience of working effectively on own initiative	Essential
■ Abilities and competencies	
Exceptional interpersonal and communication skills (written and verbal), friendly and approachable	Essential
Excellent problem solving and data analysis skills, including a high level of numeracy and a good understanding and practical experience of data analysis and reporting	Essential
Excellent organisational skills and attention to detail and accuracy	Essential
Excellent team working skills and the ability to work co-operatively as part of a team across institutional boundaries	Essential
The ability to take a proactive approach, managing own workload to meet deadlines and to prioritise, and manage a number of tasks to meet competing demands	Essential
The ability to interact effectively with people at different levels within the organisation	Essential
Ability to streamline functions and a desire to learn and grow	Essential
Strong financial modelling experience	Desirable
Strong administrative skills, including the ability to keep accurate records	Essential
Ability to manage multiple tasks, prioritise workload effectively and work to multiple deadlines	Essential
Able to create and maintain strong working relationships with ability to empower, enable and motivate others	Essential

■ Other requirements	
Flexible approach to working hours and arrangements	Essential
Willingness to travel both within the UK and internationally in the course of your duties, with possible multiple overnight stays away from home	Desirable
Knowledge of the higher education sector and academic profession in Europe	Desirable
Ability to meet the requirements of UK 'right to work' legislation	Essential
Background in and understanding of higher education	Desirable
■ Values and ethics	
A clear understanding of and commitment to the values, vision and mission of ECPR	Essential
Commitment to and understanding ECPR's values as they apply to your role and the work you do	Essential
Commitment to the principles of equal opportunities and promoting cultural diversity and social inclusion	Essential

The above information will be used as part of the shortlisting process.