

# Job Description



<b>Job Title:</b>	<b>Data Analyst</b>
<b>Reports to:</b>	Senior Data Analyst
<b>Grade:</b>	Grade 10
<b>Date:</b>	April 2026

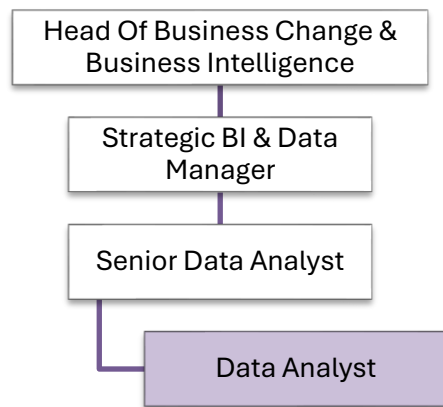
## 1. Job Purpose

The Data Analyst is responsible for delivering trusted, timely reporting and actionable insight to support effective decision making and service delivery across the organisation.

Working within a modern, governed analytics environment, the role focuses on transforming business questions into high quality reports, dashboards and analysis, while operating within strong data governance and confidentiality standards.

They work collaboratively with service areas and the wider data and analytics function, ensuring analytical solutions are fit for purpose and proportionate to need. This includes contributing to the definition of performance measures and KPIs and promoting and supporting controlled self-service reporting where appropriate.

## 2. Organisational Structure



## 3. Dimensions

**Strategic Impact:** Supports strategic decision making by providing reliable analysis and insight that informs service planning, performance management, and organisational priorities.

**Operational Scope:** Delivers day-to-day operational and management reporting, responding to routine and ad hoc analytical requirements across multiple service areas.

**Budget Responsibility:** No direct budgetary responsibility but contributes to effective resource use by providing evidence-based insight to inform financial and operational decisions.

**Team Collaboration:** Works collaboratively within a multidisciplinary data and analytics team and in partnership with service colleagues to deliver consistent, high quality analytical outputs.

## 4. Principle Accountabilities

### Business Insight & Reporting

- Produce regular operational and management reporting aligned to agreed business definitions.
- Deliver ad hoc analysis and insight to support decision-making.
- Translate business needs into clearly documented analytical requirements and reporting solutions.
- Design and maintain Power BI dashboards and reports that are accurate, accessible, and reusable.

### Data & Analytics Delivery

- Design, document, build, and maintain semantic models and datasets for reporting and analysis.
- Ensure appropriate data sources are identified and documented as part of analytical lineage.
- Validate data outputs to ensure accuracy, completeness, and consistency.
- Investigate trends, variances, and anomalies, providing narrative and recommendations.
- Support continuous improvement in reporting efficiency and insight quality.

### Collaboration & Ways of Working

- Work closely with Business Analysts to understand requirements and priorities.
- Collaborate with Data Engineers and Architects to shape analytical data products.
- Promote consistent metrics, definitions, and a “single source of truth” for data.
- Enable appropriate self-service reporting (through Power BI and Phocas) while maintaining governance controls.
- Train end users in published reporting and demonstrate capabilities of BI tools.

### Governance & Professional Practice

- Handle confidential and sensitive data in line with organisational policies, GDPR, and information security best practice.
- Document assumptions, definitions, and reporting logic.
- Maintain professional knowledge of analytics tools and practices.
- Contribute to a positive, collaborative data culture.

### Communication & Influencing

- Influencing and negotiating are core elements of the role when managing stakeholders and expectations.
- Depending upon the task, there may be significant collaboration or independence with sign off.

### YPO Standards

- Work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- Keep up to date with information, training, and development opportunities appropriate to maintaining and developing professional service standards.
- Ensure that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality & Diversity, Customer Care, and Health and Safety.

- Undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

## 5. Planning and Organising

- Plans and prioritises analytical work to meet agreed deadlines, balancing routine reporting with ad hoc and change requests.
- Manages multiple workstreams concurrently, adjusting priorities in response to changing service needs.
- Schedules and coordinates regular reporting cycles to ensure timely and consistent delivery.
- Organises analytical tasks to align with business planning, performance reporting, and statutory requirements.
- Estimates and documents effort and timescales for analytical requests and communicates progress and risks clearly to stakeholders.
- Maintains appropriate documentation to support continuity, transparency, and reuse of analytical outputs.
- Works methodically and accurately, ensuring quality is maintained when working under time pressure.
- Coordinates activity with colleagues across the data and analytics team to support efficient and joined-up delivery.

## 6. Decision Making

- Makes professional judgements on the most appropriate analytical approach, methods, and presentation formats to meet defined business and service needs.
- Determines when data quality, completeness, or limitations may affect interpretation, and escalates risks or issues as appropriate.
- Exercises judgement in selecting and applying agreed definitions, metrics, and business rules to ensure consistency in reporting.
- Determines when analytical requirements are unclear or not feasible and works with stakeholders to clarify or refine requests.

## 7. Internal and External Relationships

**Internal:** Works closely with all service and operational teams across the business, including SLT & Board, collaborates with colleagues in the BI & Data Team and IT.

**External:** Engages with consultants, and industry peers to evaluate solutions and stay abreast of best practices.

## 8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
Bachelor's degree or equivalent level of experience in a relevant field.	X		Application.

Relevant certification (e.g. PL-300).		X	Application.
Core data analysis principles: data validation, interpretation, and insight generation.	X		Competency Based Interview.
Awareness of how analytics supports service delivery and performance management.	X		Competency Based Interview.
Principles of effective reporting and data visualisation for different audiences.	X		Competency Based Interview.
Understanding of data quality standards and their impact on decision-making.	X		Competency Based Interview.
Knowledge of information governance, confidentiality, and data protection (e.g. GDPR).	X		Application and Competency Based Interview.
Understanding of governed analytics concepts (shared datasets, semantic models, standards).	X		Competency Based Interview.
Knowledge of Power BI data modelling concepts (relationships, measures, star schemas).		X	Application.
Awareness of self-service analytics tradeoffs (flexibility vs control).		X	Competency Based Interview.
Awareness of cloud-based analytics platforms (e.g. Microsoft Fabric or equivalents).		X	Application.
<b>Skills</b>			
Ability to analyse data to identify trends, variances, and actionable insights.	X		Competency Based Interview.
Strong Power BI (or equivalent) reporting skills, using existing datasets and models.	X		Application and Competency Based Interview.
Ability to manage workload across routine and ad-hoc analytical demands.	X		Competency Based Interview.
Ability to communicate insights clearly to non-technical stakeholders.	X		Competency Based Interview.
Attention to detail and a structured approach to data accuracy.	X		Competency Based Interview.
Ability to create or adapt basic DAX measures under agreed standards.		X	Application.

Ability to record requirements, assumptions, definitions, and calculations clearly into standardised documentation.	X		Competency Based Interview.
Ability to support stakeholders in interpreting data appropriately.		X	Competency Based Interview.
Ability to adapt to new tools and analytical approaches.		X	Competency Based Interview.
Ability to use SQL or Power Query to prepare and transform data.	X		Application.
<b>Experience</b>			
Experience producing regular reports or dashboards using a BI tool.	X		Application.
Experience responding to ad-hoc analytical or change requests.	X		Application and Competency Based Interview.
Experience working with business datasets and understanding their limitations.	X		Competency Based Interview.
Experience handling sensitive or confidential data responsibly.	X		Application and Competency Based Interview.
Experience engaging with stakeholders to understand analytical, visual, and reporting requirements.	X		Competency Based Interview.
Experience working in a public-sector or regulated environment.		X	Application.
Experience working within a wider data or analytics team alongside technical roles.		X	Application.
Experience contributing to shared reports, datasets, or semantic models.		X	Application.
Experience using Python for data preparation or repeatable analysis tasks.		X	Application.
Experience working in a cloud-based analytics environment.		X	Application.
Experience improving reporting processes or analytical practices.		X	Competency Based Interview.

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## 9. Special Features

- **Information Governance & Data Sensitivity:** The role requires access to confidential, sensitive, and potentially personal data, demanding strict adherence to data protection legislation, information governance policies, and security standards.
- **Assurance, Scrutiny & Audit:** Produces analytical outputs that may be subject to internal and external scrutiny, audit, or regulatory review, necessitating accuracy, transparency, and clear documentation of assumptions and methodology.
- **Continuous Improvement & Innovation:** Encouraged to develop analytical capability by adopting improved methods, approaches, and tools to enhance the quality, consistency, and impact of reporting.

Jobholder Signature:

Manager Signature:

Paul Hollingworth

Date: