

Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*

Data Analyst

Band

B2

Number of posts

2

Directorate

Digital Development

Contract type

Permanent

Duration if fixed term

Management responsibility

None

Reports to

Data Analyst (B1)

Standard duties

To be added by recruiting manager

Purpose of role

As Data Analyst, you will analyse and review a wide variety of data in order to make suggestions and recommendations for improvements. You will be part of a growing team who develop excellent digital services for a modern Parliament.

About you in this role

- You will be **working in an open environment**, spending time with users from both Houses of Parliament and from the public.
- You will be used to **working autonomously and collaboratively** with teams across Parliament.
- You will help us to **understand the requirements of a range of users** and how we can support them using our data platform.
- You will be comfortable **working with complex data** from various sources and will be able to present findings to a variety of audiences both within and outside the department.
- You will be able to **understand business and public user needs** as they apply to data and provide solutions and suggestions based on quantitative and qualitative evidence

- You will **analyse and present information** from automated and real-time data collection tools and share examples of best practice in data analytics.
- You will **identify obstacles to improving data** and its use and work with internal and external teams to overcome those obstacles.

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- Members of the Data and Search team, including those responsible for corporate data systems.
- Project and programme staff within the department.
- Staff from both the House of Commons and House of Lords Administrations

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- Expert users outside Parliament, including technical peers.

Person Specification

Standard skills and knowledge required

- Effective written and verbal communication skills and can present complex information
- Good planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work
- A systematic and analytical approach to problem solving
- Ability to contribute to and work well within a team
- Understands the needs of the customer and their differing levels of skills and experience
- The ability to work calmly and efficiently under pressure
- Is proactive, takes action, and anticipates opportunities

Specific skills and knowledge required

To be added by the recruiting manager.

- Proficient with data analysis
- Problem solving skills and ability to develop an understanding of the wider business context
- Knowledge of statistics
- Computer skills:
 - a querying language;

- a scripting language;
- a statistical language; and
- spreadsheet skills

Desirable

- An interest in semantic web technologies

Additional information regarding the post**Location**

The post is located at 7 Millbank on the Parliamentary Estate.

Bands A – E Positions**Hours**

The hours of attendance for this post are 36 net per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

Salary and Benefits

Starting salary of between £30,150 and £36,170 (depending on experience)

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

Equality

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.