

BUSINESS ANALYST

Reports Directly to:	Network Performance Business Partner
Department:	Finance and Commercial
Team Leads:	None

<p>What?</p> <ul style="list-style-type: none"> • Provide analytics and IT project support to KeolisAmey Metrolink (KAM). • Gather information and data from various sources and produce insightful and timely analytics dashboards/IT systems/business applications. • Monitor deliverables and stay up to date with IT advancements in analytics, productivity, and collaborative working. <p>Why:</p> <ul style="list-style-type: none"> • To support delivery of the objectives within the Business Plan and improve co-ordination across functions and departments. <p>How:</p> <ul style="list-style-type: none"> • By working both individually and as part of a team to ensure that analytics and IT project requirements are met. 	<p>Key Accountabilities</p> <ul style="list-style-type: none"> • Support the delivery of Reporting and Data Analytics for the organisation by gathering critical information and data from various sources and producing and monitoring insightful and timely reports and interactive dashboards. • Support IT System development for the organisation by gathering system design information from stakeholders' sources and producing IT systems using the Office 365 application suite. • Effectively collaborating with and influencing team members and stakeholders. • Provide support to the development and analysis of data sets, data systems and Key Performance Indicators across the KAM business. • Build and maintain effective cross organisational working relationships to facilitate delivery of business plan activities.
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<u>Position Specifications</u>	
Qualifications:	<ul style="list-style-type: none"> • Degree educated or relevant industry experience.
Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Good understanding of databases systems and query languages • At least 1 year experience in an analyst or reporting position. • Good knowledge of Microsoft Office technologies • Ability to identify and suggest new ways of working. • Strong written and verbal communication and problem-solving skills • Strong ability to work independently and manage one's time. • Analytical and problem-solving skills. • Driven and ambitious with a hunger to learn on the job. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of programming • Experience in reporting, dashboards and data visualisation using Power BI. • Experience of accurately gathering requirements from a diverse stakeholder group. • Advanced Microsoft Excel • Experience of preparing technical business requirements.
Period of Duty:	37.5 hours per week.