

JOB VACANCY: DATA ANALYST

We have a new job opportunity for a Data Analyst. This is a pivotal role in harnessing data to drive decision-making and operational improvements across the Group. This position involves gathering, organising, analysing and presenting data to support key stakeholders. By producing insightful reports, dashboards and visualisations, the Data Analyst will enable stakeholders to understand their areas of control and identify opportunities for growth and efficiency.

Additionally, you will collaborate with directors and managers to implement best practices, provide training and ensure self-sufficiency in data processes.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

Data Management and Analysis

- Extract, clean, and validate data from various systems, databases, and archives to ensure accuracy and consistency.
- Design, develop, and maintain automated processes to enhance data quality and operational efficiency.
- Conduct in-depth analyses to identify trends, correlations, and actionable insights.

Reporting and Visualisation

- Create and maintain clear, informative, and interactive reports, dashboards, and visualisations using tools such as SQL and Power BI.
- Present complex data and statistical findings in a way that is easily understood by both technical and non- technical audiences.
- Develop and monitor key performance indicators (KPIs) and other metrics to support data-driven decision- making.

Collaboration and Stakeholder Support

- Work with cross-functional teams to define data requirements and deliver actionable insights tailored to business needs.
- Provide training, support, and guidance to stakeholders, empowering them to manage and analyse their own data.
- Collaborate with IT and business teams to evaluate and recommend tools, systems, and processes that improve data management and reporting capabilities.

Process Improvement and Compliance

- Identify opportunities for process improvement and implement solutions to streamline data workflows.
- Ensure data security, integrity, and compliance with applicable laws, regulations, and organisational policies.

- Evaluate reporting processes and procedures to mitigate risks associated with data corruption, theft, or misuse.

Innovation and Learning

- Stay informed about advancements in data analysis tools, software, and methodologies.
- Proactively recommend new technologies and approaches to enhance the Group's data capabilities.
- Participate in and contribute to team meetings, projects, and initiatives.

KEY COMPETENCIES

- **Technical Expertise:** At least 2 years of experience working with data tools such as SQL and Power BI.
- **Data Analysis Skills:** Strong ability to interrogate, manipulate, and interpret complex data sets.
- **Visualisation and Presentation:** Proficiency in presenting data and trends in creative, compelling, and user-friendly formats.
- **Problem Solving:** Analytical mindset with excellent attention to detail and a proactive approach to resolving issues.
- **Collaboration:** Strong interpersonal and communication skills to work effectively with diverse teams and stakeholders.
- **Time Management:** Exceptional organisational skills with the ability to prioritise tasks and meet tight deadlines.
- **Adaptability:** Open to learning and adapting to new technologies and evolving business needs.

ESSENTIAL SKILLS & QUALIFICATIONS

- Proven experience in data analysis, reporting, and visualisation.
- Advanced knowledge of SQL, Power BI, and other data analysis tools.
- Strong understanding of business operations and the ability to translate data insights into actionable business recommendations.
- Degree in Information Technology, Computer Science, Data Analytics, or a related field.
- Commitment to staying current with industry best practices and emerging technologies.
- A commercial mindset with a focus on achieving measurable business outcomes.
- Strong attention to detail and an unwavering commitment to data security and accuracy.

DESIRABLE SKILLS

- Experience with additional data tools such as Python, R, or Tableau.
- Knowledge of data governance frameworks and best practices.
- Familiarity with cloud-based data solutions and platforms (e.g., Azure, AWS, Google Cloud).

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.