

Role Profile

Role Title: Management Information Analyst

Department: Business Solutions

Reports To: Business Solutions Team Leader

Purpose of Role: To monitor the performance of internal people and processes through the use of data.
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Key Accountabilities:

Day-to-day:-

- Capture and understand requirements for internal performance monitoring.
- Interpret and challenge ad-hoc requests in order to help customers articulate their requirements.
- Demonstrate understanding of such reports by providing complimentary, written commentary.
- Extract the relevant data from internal systems and present back in a clean/consistent format. Verbally communicate with our customers on any information being presented.
- Peer test and review other team member's work.
- Write reports underpinned by clean, logical and efficient SQL.
- Design and build automated solutions in Power BI/Report Builder.

Wider responsibilities and objectives:-

- Challenge the internal use of data and current solutions. Present viable options for ways in which it can drive improvement.

Essential Skills

- Experience of producing Management Information with a thorough understanding of what it represents.
- Ability to look beyond initial request to tease out the relevant requirement.
- Strong attention to detail.
- The candidate will have the accountability to check their own work.
- Good eye for presentation.
- Confident communicator (Written and Verbal).
- Ability to apply business questions to the systems in place.
- Intermediate knowledge of Excel (Pivot tables).
- Conceptual understanding of SQL and demonstrable experience of its application.

Desirable

- Power BI/Report builder or equivalent Business Intelligence tool.
- SQL – written queries from scratch for report development.
- Knowledge of financial services.
- Prior experience of reporting on people performance and business process.