

POSITION	Data Reporting Analyst (Training Department)	REPORTS TO	International Directors of Training
PREPARED BY	International Directors of Training	APPROVED BY	
FLSA DESIGNATION		WORKER CATEGORY	
WORK LOCATION	Office Based – Newcastle Under-Lyme with travel to Manchester & Reading	WORK SCHEDULE	Monday – Friday 37.5hrs per week
EFFECTIVE DATE	07/02/2024	REVISION DATE	
POSITION DETAILS			
POSITION SUMMARY	<ul style="list-style-type: none"> • Based in the International Training Department. • The Data Reporting Analyst is responsible for supporting the business to achieve its goals by analysing data, assessing processes and systems, creating solutions, and supporting Department Directors’ plan for the future. • A key focus will be identifying and defining solutions that will maximise the value delivered across the business and ensure processes are optimised while seeking continuous improvement. 		
ESSENTIAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Develop a comprehensive understanding of the department’s core business objectives, processes and key performance indicators (KPI’s) to effectively identify relevant data sources, extract meaningful insights and provide actionable recommendations to support informed decision making across the business. • Combine data from multiple sources to create and maintain interactive dashboards that provide insights into training delivery functions. • Identify trends and patterns in the data to identify and drive efficiencies. • Provide ongoing and ad hoc reporting to the department Directors. • Work with Directors to understand their needs and development that meet their requirements. • Maintain a close working relationship with all departments in the company. • Manage administration tasks assigned by Directors of Training. • Provide cover for the Schedule Co-Ordinator when required. • Perform other position-related duties as assigned. 		

WORK ENVIRONMENT AND PHYSICAL DEMANDS	<ul style="list-style-type: none"> This position will be performed in an office setting.
QUALIFICATIONS	
MINIMUM EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> The job holder will be required to have 3 years' + experience. Proven ability to produce effective analysis with actional insight.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> Relevant Degree / National Vocational Qualification.
REQUIRED CERTIFICATIONS AND/OR LICENSES	<ul style="list-style-type: none"> Driving Licence
DESIRABLE KNOWLEDGE, SKILLS, AND/OR ABILITIES	<ul style="list-style-type: none"> Advanced knowledge of Microsoft Office and Dynamics 365 is essential. Strong analytical skills with the ability to collect, organize, analysis and disseminate significant amounts of information with attention to detail and accuracy. Ability to present complex information in an easy format and compelling manner. Excellent organisational skills and the ability to prioritise multiple tasks. Ability to work to strict deadlines. Good interpersonal skills with the ability to build strong working relationships with colleagues.
DISCLAIMER	

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated duties, responsibilities, skills, efforts, working conditions, or physical demands. The organisation reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and job titles as it deems necessary to meet the needs of the business.



Job Description

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position functions.

