



# GRADUATE DATA ANALYST



## ABOUT THE ROLE

The Graduate Data Analyst will be given training to query the databases and write reports. They will be part of the Database Team and will assist with producing data extracts and reports.

Responsible for: NA

Responsible to: Database Manager

## KEY RESPONSIBILITIES

### 1. Report Writing

- Work with Operational Finance to provide business reports and data extracts.
- Work with analysts and developers to understand where data is stored and how it is structured.
- Write reports with SQL Server Reporting Services and other reporting tools.
- Provide data extracts using SQL Server and other tools such as MS Excel.

### 2. Report Testing and Implementation

- Test reports and data extracts against previous output and output from other systems.
- Implement reports in various environments to allow testing and sign-off to occur.
- Communicate effectively with stakeholders to manage the development cycle of reports.

### 3. Provide holiday cover for other members of the Database Team

- Learn other areas of our Enterprise Database usage to allow some cover to be provided.
- Stand in for the other members of the team when they are absent from the office due to holidays, sickness, etc.



## THE PERSON

What kind of person are we looking for?

- Ability to produce reporting information & analysis of information
- Ability to work under pressure and against tight timelines
- Ability to work individually and within a team
- A problem solver with a pragmatic approach
- A strong need to understand the detail
- Confident in presenting a methodology or approach to key stakeholders
- Evidence of advanced learning preferably via Degree level qualification.
- Basic understanding of relational databases.
- Desire to learn complex SQL and report writing.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.