|  |  |
| --- | --- |
| Job Title | **Data Business Analyst** |
| **Reporting to**  | Group Head of Data & Reporting |
| **Function**  | Technology and Data |
| **Location**  | Glasgow or Bristol |
| **Travel Requirements (if applicable)** | In line with business needs to our sites across UK&I |

|  |
| --- |
| **Role Summary**  |
| We are seeking a Data Business Analyst to support key data projects, focused on driving data-driven change across the business. As a Data Business Analyst, you will bridge the gap between business needs and technical solutions, ensuring data-related requirements are well defined, documented and implemented effectively. The ideal candidate will possess a strong understanding of both business operations and data analysis, with the ability to translate business needs into data requirements and actionable delivery plans. |
| **Key Responsibilities**  |
| * **Requirements Gathering:** Collaborate with stakeholders to understand business needs and translate them into data requirements.
* **Documentation:** Document requirements, processes and analysis methodologies clearly and accurately.
* **Data Modelling:** Support in defining and creating data models and data flows in collaboration with the wider business and technical team.
* **Data Catalog:** Support the development and maintenance of data dictionaries and metadata repositories.
* **Data Analysis:** Analyse business data to identify opportunities for improvement.
* **Stakeholder Communication:** Serve as a point of contact between the data project team and the business, ensuring smooth communication and alignment on objectives.
* **Data Governance:** Assist in defining data governance practices and data management frameworks.
* **Data Quality:** Assist in defining and implementing data quality standards to ensure data integrity and accuracy.
* Ad-hoc duties and support as required by the Group Head of Data & Reporting.
 |
|  |

|  |
| --- |
| **Key Stakeholders** |
| **Internal*** Data team
* Wider technology team
* Data Stewards
* All functions: Finance, Commercial, Marketing, Operations, IT, HR, Co Sec/Legal

**External** * 3rd Party IT providers
* External consultants
 |
| **Skills** |
| * **Analytical skills:** Strong problem-solving and critical thinking abilities with the capacity to source, manipulate and interpret complex data and provide actionable insights.
* **Communication skills:** Excellent verbal and written communication skills, with the ability to translate complex data insights to non-technical stakeholders.
* **Business acumen:** Strong understanding of business operations and the ability to align data solutions with business goals.
* **Attention to detail:** Ensuring the accuracy of data and findings.
* **Problem solving:** Identifying business challenges and devising data-driven solutions.
* **Teamwork:** Ability to work collaboratively with cross-functional teams.
* **Time Management:** Ability to manage a variety of activities working across multiple simultaneous priorities whilst meeting deadlines.
* **Adaptability:** Flexibility to adjust to changing business needs and priorities.
* **Technical skills:** Knowledge of data modelling and ETL processes. Familiarity with querying, report writing, and presenting findings.
 |
| **Experience and Qualifications** |
| * Bachelor’s degree in Business Analytics, Data Science, Computer Science, or a related STEM field
* 3+ years of experience as a Business Analyst, Data Analyst or similar role in a data transformation or data governance project
* Experience developing ESG reporting desirable
* Familiarity with data management frameworks and data governance principles desirable
 |
| *If you are passionate about data, transformation and business analysis, and you want to play a key role in a strategic program that will drive our data-driven future, we encourage you to apply!* |