

Data Analyst

Job Description and Responsibilities

Reports to:	IT Manager
Direct Reports:	None
Location of Role:	Flexible with some travel to our Guildford Head Office
Contract:	An initial period of 12 Months but with potential to extend
Hours:	Full time, 37.5hrs
Salary Band:	Band 3 £30,600 - £34,680

Purpose of Role

Cycling UK is in the process to moving from a MSSQL based CRM to Microsoft Dynamics and is looking for a Data Analyst to support the existing team for an initial period of 12 months.

The role will primarily focus on producing a suite of reports across the business areas based on the data within the new Dynamics CRM and some external data sources. The reports will include converting existing Excel reports to PowerBI including the membership dashboard, trend reports, ad-hoc data, data checking reports and creating new organisation KPI reports.

The role will also create new reports working across the organisation and as such needs to be able to translate operational requirements to engaging and informative reports, models and supporting the wider evaluation and monitoring methods used by the organisation.

The role will also be working within the team to support data migration and integrations including mapping existing data, data cleaning, creating business rules, testing the migration of data and integrations.

Scope of Role

The postholder will lead in designing, developing and testing reports and data models based on the strategic objectives agreed with the IT Manager and Organisational Effectiveness and Finance Director.

The postholder will advise and develop the structure for storing reporting data in an efficient manner, to allow trend reporting and quick efficient data retrieval.

The postholder will also assist with mapping the existing data, support the migration for the data to the new CRM, test the migrated data for accuracy.

Specific Duties

1. Create a suite of cross organisational reports in PowerBI including dashboards, trend reports, adhoc data and data checking reports.
2. Create organisational KPI's reports with drill down to further detail.
3. Maintain and in time replace the existing excel reports and dashboards to PowerBI.
4. Understand business processes and produce interactive models to enhance decisions.
5. Setting up structures to hold historical trend data and produce reports that are quick, efficient and scalable.
6. Support in the creation of dashboards and views in Dynamics using native Dynamics reports and PowerBI.
7. Support mapping of the current data sources within Cycling UK and prepare for migration to the new CRM. After migration support in assessing the accuracy of the migration through automated reports and routines.
8. Support mapping data integrations between systems and testing data flows for completeness, contingency (ie if connect is unavailable for a period of time) and accuracy.
9. Support in maintaining and improving data security and compliancy across the organisation.
10. To follow and abide by Cycling UK policies and procedures as detailed in the Staff Manual at all times including Health and Safety, Equal Opportunities and Confidentially.
11. To act as an ambassador for Cycling UK at all times.
12. Other duties as may be specified by line managers and the senior management team from time to time.

This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.

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Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	Three A levels and/or relevant NVQ's.	Educated to a degree level in Computer Science or related area or equivalent experience in similar role.
Experience/ Knowledge	<p>Must have experience in Power BI, connecting to databases and producing a range of visual reports including dashboards and trends.</p> <p>Good knowledge of Excel, including VBA macros and library references.</p> <p>Be able to understand business processes and produce interactive models to enhance decisions.</p> <p>Be able to work well across different departments within the organisation to define requirements.</p> <p>Experience of using SQL to extract data, with preferably some experience within the Microsoft Dataverse.</p> <p>Experience in setting up structures to hold historical trend data and produce reports that are quick, efficient and scalable.</p> <p>Good working knowledge of data protection and data security including GDPR and PECR.</p> <p>Good knowledge of Windows 10 administration, Office 365, Excel and Word.</p>	<p>Experience of using Microsoft Dynamics, preferably within the Dynamics Marketing suite.</p> <p>Familiarity of CareNG CRM.</p> <p>Knowledge of ODBC/ADO connections.</p> <p>Third party services including Engaging networks, Assemble volunteer management, Upshot beneficiary management, Google Analytics.</p> <p>Knowledge of public and open source data sources.</p> <p>Knowledge of API's and system integrations including open source CSM's (preferably Drupal).</p> <p>Other reporting services including Tableau and ArcGIS.</p> <p>Familiarity with Windows Server 2012/16 and Active Directory.</p>

Skills	<p>Creative with a strong attention to detail.</p> <p>Strong written, spoken and presentational skills.</p> <p>Diligent, methodical approach to work.</p>	<p>Familiarity of working to different project management frameworks, including Agile, Waterfall and hybrids.</p>
Personal	<p>Highly organised.</p> <p>A team player with strong interpretation skills.</p> <p>Proactive and positive “can do” approach to working.</p> <p>Remains calm under pressure.</p> <p>Treats the Cycling UK brand as their own and is comfortable working on their own.</p>	<p>Able to inspire staff, volunteers and others.</p> <p>Sense of humor.</p> <p>Lifelong learner who is able to identify new learning opportunities.</p> <p>Ability to perform multiple tasks concurrently, work under pressure and to tight deadlines.</p> <p>Deals well with constructive criticism and able to collect feedback easily.</p>
Other	<p>Flexible in terms of travel and working hours including weekend and evening work.</p> <p>Supporter of the aims and objectives of Cycling UK.</p> <p>Ability to demonstrate and apply the Cycling UK values.</p>	<p>Good understanding of the benefits of cycling for everyday journeys, leisure and adventure.</p> <p>Worked within a charity/membership organisation.</p>

Job Holder:

Date: