

**Job Description**

Job Title: Data Analyst (Power Bi)

Report to: ICT and Digital Manager

**Purpose of the Job**

The Data Analyst will be responsible for designing, developing, and delivering insightful Power BI reports and dashboards using data sourced from Drive Core business applications and databases. This role involves close collaboration with colleagues across all levels of the organisation to ensure reporting requirements are accurately captured, thoughtfully designed, rigorously tested, and effectively implemented.

In addition, the Data Analyst will document all aspects of the design and build process for each reporting solution, ensuring transparency and continuity. Working within the IT team, the postholder will also support knowledge transfer by preparing training materials and handover documentation to facilitate the successful transition of completed projects into live operational use.

**Main duties and responsibilities:**

**Creation of Power BI reports and Dashboards**

* Collaborate closely with Drive’s stakeholders to understand reporting needs, then design and develop Power BI reports and dashboards that effectively meet those requirements.
* Partner with the ICT team to ensure a smooth transition and ongoing support for all Power BI reporting solutions.
* Champion a culture of continuous improvement by regularly reviewing and refining Drive’s management information reporting. Proactively identify and support enhancements that strengthen the organization’s use of systems and the value of the insights produced.

**Management Information**

* Serve as the primary point of contact for Power BI report troubleshooting and issue resolution, ensuring timely and effective support.
* Lead the maintenance and enhancement of data collation systems to ensure the availability of accurate, reliable data for business planning and performance monitoring. All systems must comply with internal standards and external regulatory requirements. Embed a continuous improvement mindset to keep processes relevant and ensure timely access to high-quality data and analysis.
* Deliver timely, relevant management information to the Senior Management Team and Management Board, supporting informed decision-making across the organization.

**General**

In carrying out the above duties, the post holder will:

* Seek to improve his/her own performance and contribution.
* Keep up to date with developments in subjects relevant to his/her duties and responsibilities.
* Seek to improve knowledge and skills.
* Carry out his/her duties as required.
* Be responsible for working in a manner that does not endanger the health and safety of himself/herself or others.
* Assist in the retention of best practice certifications such as Investor in People, Cyber Essentials Plus.
* Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the organisations policies and procedures and compliance of the Equal Opportunities, Safeguarding, Confidentiality and Data Protection policies.

This job description sets out the main duties of the post at the date when it was drawn up. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed, in addition the post holder is expected to perform other reasonable duties as requested by the Director of Finance or the Chief Executive.