

## Data Intelligence: Senior Data Analyst Statement of Accountabilities

### Our purpose:

Powering a cleaner and brighter future.

### Our work principals:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

### Key relationships and delegated authority

Reports to:	Head of Data Intelligence
Responsible for (# staff):	N/A
Internal Relationships (across the Orion Group):	Business owners, Manager and power users across the business. Project Managers and co-ordinators Business Analysts, data specialists and end service users Broader Digital, Data & Technology teams
External Relationships:	External project and delivery teams Vendors and suppliers
Delegated Authority:	None

### Role Objective

The Senior Data Analyst plays a key role in the scoping, definition, development, enhancement and support of various data services including reporting, dash-boarding, story boarding and data visualisation. The role is responsible for aiding the development and presentation of data insight, decision support and visualisation with a variety of audiences and applications. The senior data analyst facilitates the end to end data lifecycle from ideation to final product.

### Key accountabilities

#### Data Management & Strategy

- Lifting business data literacy and championing the use and extension of data intelligence services.

- Building innovative and effective approaches to solving analytics problems and communicating clear and relevant results.
- Contribution to shaping the business's data infrastructure, inclusive of data-warehousing, reporting, analytics and machine learning platforms.

## Delivery

The Senior Data Analyst role will work across the end to end Data Intelligence delivery and support lifecycle with a view to:

- Scope and support ideation and data need with service users and key stakeholders.
- Support the data modelling and engineering iterations to enable data acquisition, processing, presentation and management.
- Lead report, dashboard and associated visualisation development.
- Assist with the analysis and exploration of data, data sources and associated management.
- Complete relevant documentation in-line with data management and governance frameworks.
- Participate in a proactive capacity to extend, mature and enhance the Data Intelligence capability and service performance.
- Participate in various digital and technology projects to determine data related solution needs and considerations.

## Analytics & Reporting

Develop and design reports, dashboards and analytics for effective operational and management use and delivery of insight.

- Develop systems and tools for effective data management, visualization and interpretation (systems design, dashboards, information graphics, mapping).
- Development of complex data analysis, methodologies, and predictive data models for business outcomes.
- Delivery of sophisticated yet intuitive dashboards and reporting.
- The management of data and analytical workstreams and projects – either independently or as part of a cross functional team – delivering to time and quality through either predictive or agile methodologies.
- Interpretation of data to provide straightforward insights and communicate this to an audience with different interests and skill sets.
- Ensure operational and maintenance processes are considered and effective.

## Collaboration & Continuous Improvement

Engage with a diverse stakeholder set to educate and provide service improvement and actionable insight.

- Effective engagement to understand the business's functional and data requirements.

- Work with both internal and external stakeholders to scope, shape and facilitate the delivery of required datasets and subsequent development of the analytical data, reports and visualisation.
- Service improvement initiatives are undertaken and completed.
- Focused on the personal and professional development of both individual and team.
- Champion agile ways of working through sprints and structured delivery models.

## Support & Knowledge Management

- Support of services and users through the investigation and resolution of any data issues.
- Provide user and business training and support of relevant issues in accordance to service levels.
- The completion of relevant documentation and related artefacts for processes, procedures, technical documentation, requirements, designs and support manuals that can be easily understood by the relevant audience.

## Data Management & Data Governance

- Working with key business stakeholders and data owners, facilitate and support the use of a pragmatic data governance framework to increase the group maturity.
- Incorporate the end to end data management considerations into the new and existing processes and workflows to ensure all aspects of the data lifecycle are accounted.

## Health and Safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures.
- Take reasonably practicable steps to ensure the health and safety of yourself and others.

## **Qualifications and experience required:**

- A relevant degree or qualification in Computer Sciences or Informatics.
- At least five years' experience in similar roles.
- Consultancy capable – able to perform and facilitate all roles and responsibilities required to deliver information and insights.
- Understanding and comfort in working within a service centric agile delivery model including user story development and validation
- Energy industry experience is an advantage.
- Technical Excellence:
  - Ability to identify trends and analyse information
  - Microsoft stack and supporting technologies particularly Azure, SQL, Power BI and Power apps.
  - Interest or experience with advanced analytics (machine learning solutions)

## Qualities required for the role

- Self-starting – comfort with facilitating, directing and influencing stakeholders.
- Delivery – a good understanding of delivery models including agile.
- Value driven – an ability to focus on and prioritise value
- Technical – in depth technical capability in data management, analytics, reporting, data visualisation tools, data models and an active interest in machine learning and AI.
- Relationship Management – building effective and positive working relationships with peers, colleagues, business leaders, stakeholders, suppliers, respects differences.
- Communication Skills – communicates with clarity & effectively across all levels of the organisation demonstrating strong good awareness and business acumen across different mediums including presentations, reports, discussions and coaching opportunities.
- Action Orientated - motivated and effective when working towards objectives and can effectively deal with competing priorities consistently demonstrating change and process improvements.