# 1 Job description

## 1.1 Job Details

| Job Details: | |
|---|---|
| **Job Title:** | Data Analyst |
| **Department:** | Research and Information |
| **Reporting to:** | Data Services Manager |
| **Responsible for:** | No line management responsibility |
| **Budget responsibility:** | No budget responsibility |
| **Location** | Bath, United Kingdom |

## 1.2 Job summary and main purpose

The Data Analyst supports Data Services and the Research Programme within ORX, a growing membership organisation. The role helps deliver high-quality information in accordance with industry-recognised standards.

The analyst contributes to wider Research team projects. The role requires flexibility, self-motivation, attention to detail and clear communication, together with the ability to work independently and collaboratively.

The role also tests data submitted by member institutions, investigates quality issues and presents findings to key stakeholders within strict, agreed timeframes. Responsibilities include presenting quality assurance summaries to senior stakeholders and developing, coding, managing and maintaining quality assurance tests in R, in line with the Quality Assurance Framework and established process and governance requirements.

## 1.3 Principal duties and responsibilities

The Data Analyst will be responsible for:

**Data quality assurance**

- Test submitted data against industry data standards; raise queries with submitters about non-compliant data, interpret responses and escalate issues where necessary.
- Collate and report the overall results of the testing programme.
- Work with the quality assurance (QA) team to implement data quality assurance practices.
- Investigate and respond to queries about individual data points and trends.
- Complete all QA activities within strict, agreed timeframes.
- Review qualitative descriptions across the data services.

**Test development and governance**

- Develop, code, manage and maintain quality assurance tests in R in accordance with the Quality Assurance Framework.
- Follow established process and governance requirements when creating and maintaining tests.

**Data analysis and reporting**

- Contribute to ORX data reporting by presenting and explaining trends within individual data collections.
- Prepare reports for publication at the end of each data collection.
- Prepare data portfolio summaries with commentary on overall trends and key observations.
- Respond to ad hoc requests for datasets and provide supporting analysis.
- Support the Research and Information team with data collection, analysis and reporting.
- Assist with the design and testing of new reports.

**Stakeholder communication and team support**

- Present QA findings to key stakeholders and summaries of completed quality assurance work to senior stakeholders.
- Support other analysts in learning data quality processes.
- Occasionally deputise for the Data Services Manager.

**Confidentiality:** Maintain the anonymity and confidentiality of all submitted data.

**Continuous improvement:** Identify opportunities to improve processes and work with the QA and wider Research teams to implement effective improvements.

**Wider research support:** Contribute to projects across the Research team.

## 1.4 Accountabilities

The role is accountable for contributing to the timely delivery of loss data services and keeping relevant stakeholders appropriately informed about the QA service.

The role is also accountable for applying appropriate due diligence to the data and maintaining strict confidentiality.

## 1.5 Key competencies

1. Accuracy and attention to detail
2. Effective communication
3. Planning and organising
4. Proactivity and initiative

## 1.6 Candidate profile

| Criteria | Essential | Desirable |
|---|---|---|
| **Qualifications and training** | | |
| A degree or equivalent qualification and/or evidenced relevant experience. | X | |
| **Knowledge and experience** | | |
| Demonstrable experience in data analysis, interpretation and reporting | X | |
| Confidence working with qualitative and quantitative information. | | X |
| Experience of working in a team and delivering to deadlines. | | X |
| An interest in or knowledge of financial services and risk management. | | X |
| Demonstrable experience of identifying and implementing improvements that create efficiencies. | | X |
| **Skills and abilities** | | |
| Effective communication and numeracy skills. | X | |
| Attention to detail | X | |
| Ability to handle confidential material with the utmost discretion. | X | |
| Ability to work proactively, independently and as part of a team. | X | |
| A self-motivated and highly organised approach. | X | |
| Ability to work under pressure, prioritise competing tasks and meet strict deadlines. | X | |
| Reliable and trustworthy | X | |
| Effective IT skills and confidence using information and systems. | X | |
| Some experience of coding in R and desire to develop R skills further | X | |
| Some experience of Excel, SQL, or another coding language | | X |
| Comfortable using AI to streamline work | | X |