

**Job Title:** Senior Data and Process Analyst

**Department:** Data and Process Team

**Reports Into:** Data Systems and Process Manager

## About the Job

We have an exciting opportunity for a talented Senior Data and Process Analyst to join our Data and Process Team at John Greed. The team is one branch of the wider Technical Operations department, working alongside the Software Development and IT Support teams to deliver effective solutions for the business. At John Greed, we have a goal to be a data driven organisation and the Technical Operations department was formed to ensure that hardware, software and data work harmoniously across the business in the pursuit of this goal.

## Key Responsibilities

- Establish processes to provide timely, accurate and relevant information to assist all areas of the business.
- Assist in designing and implementing a company wide data and reporting platform.
- Investigate and resolve issues with reporting and data, including working with departments to improve and implement processes where required.
- Consider the opportunities and potential risks attached to suggestions you make.
- Communicate with internal stakeholders to understand the needs of the departments and the organisation as a whole, in relation to specific tasks or projects.
- Produce written documentation to support your work which can include user stories, process workflows, examples etc. Present to stakeholders when necessary.

## About You

- Confident individual, able to communicate effectively with stakeholders from different departments across the business.
- Highly motivated and hardworking, with a professional attitude who is able to work under pressure in a fast-paced environment.
- Demonstrated experience in designing and implementing process improvements, including process mapping, requirements gathering, documentation and data mapping.
- Have a passion for creating solutions with a positive attitude to change.
- Have the ability to motivate others and lead change.
- Experience using relational databases E.g. Microsoft SQL Server, MySQL, etc.
- Be able to interpret and analyse data at an intermediate to advanced level.
- Proficient use of Microsoft Office, especially Excel and Word.