

<b>Data Analyst</b>
<b>Salary Range and Banding:</b> £30k - 38k per annum
<b>Terms/Hours:</b> Perm, Full-time,
<b>Location:</b> Cheltenham / Hybrid or Flexible
<b>Department:</b> IT
<b>Date Reviewed:</b> March 2024


**About Ecctis:**

At Ecctis, our vision is to be the acknowledged global leader in the international qualifications, recognition and managed migration arena. Our mission is to be the preferred source of expert advice on the recognition and comparability of qualifications and skills internationally, building on our advanced research and our established knowledge and experience of education systems across the world. Ecctis delivers a wide range of services, products, and consultancy projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

**Purpose of Role:**

We are looking for a highly skilled data professional to transform our organisation's approach to decision-making. You will be responsible for establishing and managing a comprehensive, user-friendly reporting framework that provides seamless access to essential data across all departments. Your expertise in SQL and data analysis will be crucial in extracting meaningful insights from diverse sources, ensuring both accuracy and consistency. By collaborating closely with stakeholders, you'll gain a deep understanding of their needs and tailor analytical solutions to support strategic goals in Finance, Marketing, Operations, Corporate Social Responsibility (CSR), and Senior Leadership. Furthermore, your dedication to staying current on data analysis and reporting technologies will drive continuous improvement and innovation, maximising the value we derive from our data assets.

**Key responsibilities:**

- Establish and oversee a comprehensive reporting framework that is easily accessible to departments organisation wide.
- Employ advanced SQL techniques for meticulous data querying and analysis from a variety of sources, guaranteeing data integrity and uniformity.
- Work closely with diverse teams to comprehend their data requirements and deliver customized analytics solutions.
- Facilitate the integration and optimization of data flows from multiple sources, including but not limited to ECCTIS/ENIC services and databases, to streamline operations.
- Provide data-driven insights to inform strategic decisions within Finance, Marketing, Operations, CSR and Senior Leadership.
- Stay abreast of the latest advancements in data analysis and reporting technologies, promoting a culture of continuous improvement and innovation.
- Adopt an active role in business intelligence, data quality, and planning enhancement projects, leveraging data warehouse solutions for impactful dashboarding and data visualization.
- Engage with external data bodies and networks, contributing to a comprehensive understanding of industry standards and best practices.
- (Desirable) Apply Power BI/Power Query for the creation of dynamic reports and dashboards, improving business intelligence.

### Essential Skills and Qualifications:

- Computer Science, Data Science, Statistics, or a related discipline background.
- Proficient knowledge of SQL and database management, with a strong foundation in data privacy and security protocols.
- Demonstrable experience in establishing and managing an organization's reporting functions.
- Strong analytical, problem-solving, and critical thinking abilities, with a knack for drilling down to root causes and evaluating the efficacy of interventions.
- Effective communication skills, capable of translating complex data into clear, actionable insights for non-technical stakeholders.
- Proven ability to manage data projects and deliver impactful outcomes in a dynamic environment.

### Desirable Skills and Experience:

- Experience with Power BI/Power Query for advanced data visualization and reporting.
- Familiarity with Azure and Office 365 environment

### Employee Benefits

- 25 days annual leave plus swappable bank holidays, as well as additional 3 days gifted for the Winter office closure
- Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes optionally non-contributory with employer contributions of 10% leading to 20% based on years' service)
- Life assurance of 3 x basic salary for members of the pension scheme
- Bupa Private Health and Dental Care Scheme with employee contribution
- Enhanced maternity pay with years of service
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Ownership Trust:

As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.

### EDI Statement:

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

**To apply:** Please email your CV and covering letter to [cato.rolea@ecctis.com](mailto:cato.rolea@ecctis.com) by 5pm on Tuesday 2<sup>nd</sup> April 2024.