

Graduate/ Junior Business Intelligence (BI) Analyst

Salary: £27,807-£30,162 per annum (Grade 5)

Contract type: Full-time (36.5 hours per week), Permanent

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

As a Graduate/Junior BI Analyst, you will contribute to the strategic direction of the organisation by delivering management reporting through dashboards and other analysis/reporting software. As part of the post, you will explore and develop methods of reporting and benchmarking data to further enhance business insights. You will also contribute to the development of a suite of reporting/analysis tools which will provide relevant information for the organisation.

The person

To thrive in this role, you will need to be enthusiastic in using data to uncover business insights. You will be a self-motivated individual but also a team player who enjoys working collaboratively with various stakeholders and departments. You will be an effective communicator, with the ability to explain complex data analysis to a non-technical audience.

Our benefits

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; Monday 27 May 2024

JOB DESCRIPTION

Job title:	Graduate/ Junior Business Intelligence Analyst
Department:	Information & Technology
Section:	Business Intelligence
Responsible to:	Head of Business Intelligence
Grade:	5
Location:	Western Avenue, Cardiff/Hybrid
Main purpose of Job:	

The Graduate/Junior Business Intelligence Analyst will support teams across the organisation identify data analysis requirements that will help drive departmental/organisational performance and objectives. You will work closely with colleagues in BI, Research, and IT as well as stakeholders throughout the business to uncover and develop KPIs that will be instrumental in improving business performance.

You will also work closely with the Head of BI and other relevant stakeholders in contributing to data visualisation projects, bringing new ideas to continually improve the way the organisation utilises data analysis and insights. As part of these projects, you will be working to meet project deadlines, providing progress updates to the Head of BI, whilst also ensuring that projects are successfully completed, and issues are flagged within the appropriate timeframes.

Principal Duties and Responsibilities:

Analysis and Visualisation of Key Business Drivers

- To develop an understanding of business departments, including but not limited to, Operations, Marketing and Sales and how these functions utilise data and KPIs to support business processes
- To work with the Head of BI, Research, IT and other relevant stakeholders in defining and updating KPIs to increase efficiency across business departments, utilising the extensive data warehouse and external data sources
- To create high value analysis and data visualisations of KPIs and other data key data sources, using AWS Quicksight and other relevant software/tools
- To provide recommendations and improvements to existing reports and visualisations and/or analysis techniques
- To perform ad-hoc analyses to business requests and seek data-based insights for operational improvements

Project Management

- To work collaboratively with colleagues in BI, Research and IT and other stakeholders (dependent on project) to gather and define business analysis requirements to help drive organisational performance and objectives
- As part of the BI team, work to meet project deadlines and the successful delivery of reporting/analysis tools to help the organisation understand and improve performance within specific teams
- To provide regular updates on project progress to the Head of BI, ensuring that project deadlines are successfully completed, and any issues flagged within the appropriate timeframes

Stakeholder Engagement

- To liaise with internal colleagues in all areas of the business to enable learning, collaboration and improvement, providing support and solutions as required
- To establish effective communication channels with users throughout the analysis and visualisation process, relaying complex technical concepts in a clear and concise manner
- To work collaboratively as part of a team to understand existing analysis/visualisations and ways to improve the level of insight gained from them

Personal Development

- To follow continuous improvement and refinement processes, whilst also acquiring additional skills and tools, undertaking relevant industry qualifications (where applicable), ensuring that continued personal development remains at the forefront of the role
- To be able to become familiar with analysis tools and techniques (e.g. R, Stata, SQL) and visualisation platforms such as AWS QuickSight

Additional Activities

- Any other duties commensurate with the grade of the post

Person Specification

Job title:	Graduate/ Junior Business Intelligence Analyst
Department:	Information & Technology

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have, but it is not expected that candidates will meet all of them. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Keen interest in learning and working with the latest visualisation technologies, with a passion to add value whilst also focusing on personal development
- Excellent diagnostic and problem-solving skills
- Ability to work collaboratively and communicate with a range of stakeholders across the business, both internally and externally
- Logical thinker with an ability to grasp new concepts quickly
- Flexible approach to work and an ability to manage conflicting deadlines
- Responsive to changing demands with the ability to produce practical solutions
- Ability to work efficiently and to keep calm when under pressure
- A high level of accuracy and attention to detail
- Ability to analyse data and feedback to ensure continuous improvement
- Excellent communicator with the ability to convey complex technical terms in a clear and succinct manner to a wide variety of audience
- Ability to think outside the box, constantly seeking creative but workable solutions to complex problems

Desirable

- Ability to speak Welsh

Knowledge

Highly desirable

- Knowledge of a programming language and the ability / strong desire to learn SQL.
- Experience of AWS QuickSight BI Services ideally, (or similar product set).

Desirable

- Knowledge of statistical package (e.g R, Stata)
- Excellent presentation skills

Experience

Highly desirable

- Experience in using data to problem solve/create solutions
- Working in a team setting to address a specific issue

Training / Qualifications

Highly desirable

- Degree (or equivalent) with significant elements of data analysis and/or IT programming.
- Desire to learn and develop a skill set related to the role.

Other Requirements

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd/ Job Title:	Dadansoddwr Deallusrwydd Busnes Graddedig / Iau / Graduate/ Junior Business Intelligence Analyst		
Cyflog/ Salary:	£27,807 - £30,162 y flwyddyn/ per annum	Gradd/ Grade:	5
Gwyliau Blynyddol/ Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn/ Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor / / End of Term Nifer yr oriau yr wythnos No of hrs per week	
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 23:59; dydd Mercher 27 Mawrth 2024.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 23:59; Monday 27 May 2024.</p>			