

**Job Description**

**Job Title: Data Analyst**

**Hours of Duty:** Full-time 35 hours pw

**Holiday:** 25 days plus Bank Holiday and fixed annual leave of three days between Christmas and New Year

**Department:** Programme Management

**Office Location** At present your main place of work will be Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES.

To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.

**Responsible to: Strategic Programme Manager**

**Key Working Relationships:**

* Finance and Generous Giving Teams
* Strategic Programme Manager
* Mission and Ministry Teams
* All of the Parish Support Team
* Clergy and laity of the Diocese
* Data and Statistics department, Church of England Central Services

**Job summary / background**

The Norwich Diocesan Board of Finance is the charity supporting the mission of the Church of England as it is delivered through parishes, chaplaincies and schools across Norfolk and Waveney.

**Main purpose of the job**

To develop our capacity and capability to use insights from our data to produce evidence-based strategic plans and decision making.

**Main duties of the job**

* Proactively develop fresh insights through sophisticated analysis of the diocese’s internal and external data; using these to support fruitful discussion and decision-making at a variety of governance forums.
* Act as the driving force for improvements in data collection and reporting; undertake some of this work, liaising with Programme Manager to agree task allocation.
* Maintain and refresh the master datasets that are the point of reference for all in the diocesan office, and continue to develop, document, and embed the processes for maintaining them; ensure there is one version of the truth, and a shared language for describing data.
* Review the design of the master datasets and contribute to any subsequent redesign or redevelopment (for example from Excel into an RDBMS or OLAP environment)
* Assist the Strategic Programme Manager and Project Director(s) to establish measurement mechanisms for major projects.
* Support the specific data and modelling needs of the Finance and Generous Giving teams.
* Help to build an ongoing information analysis capability into the Finance team, including support with financial models and scenarios - both at top level planning and to support bids (and monitoring) and in calculating cost of ministry.
* Develop a diocesan dashboard.
* Attending relevant meetings, and be involved in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
* Participating in an annual review and appropriate continuing professional development.
* Contributing to the wider work of the Diocese, as appropriate.
* Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

**Person Specification**

Candidates will be able to provide evidence of:

***Qualifications and Experience***

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| --- | --- | --- |
|  | Desirable | Essential |
| Educated to degree level: highly numerate and logical. |  | x |
| Proven track record in a similar role involving information analysis and delivering insights. |  | x |
| Experiential knowledge of Data Protection and Safeguarding Regulations |  | x |
| Experience of developing financial models for large, complex organisations would be an advantage. | x |  |
| Experience of designing and/ or building databases for multi-user access. | x |  |
| Competent in the use of data mapping tools |  | x |

***Knowledge and Skill***

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| An enquiring mind and a forensic approach to manipulating and mining data to create insights and information. |  | x |
| High degree of IT literacy, with strong Microsoft Excel skills in particular; familiarity with a variety of ways of presenting complex data clearly. |  | x |
| Excellent interpersonal skills and the ability to deal with people at all levels |  | x |
| Strong verbal and written communication skills; with a creative approach and the ability to deliver insights in clear and accessible written and verbal communications. |  | x |
| Ability to plan, organise and prioritise effectively in order to achieve objectives. |  | x |
| Knowledge of the Church of England, its structures and processes | x |  |

***Personal Attributes***

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| Able to work under pressure to meet targets and deadlines |  | x |
| Calm and professional disposition |  | x |
| Self-motivated and enthusiastic |  | x |
| Able to respond effectively to changing priorities |  | x |
| Able to manage a high-volume workload |  | x |
| Able to work effectively without supervision |  | x |
| Supportive of the aims and purpose of the Church of England and the Diocese of Norwich |  |  |

***Availability***

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| --- | --- | --- |
|  | Desirable | Essential |
| The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or late evenings. Notice will be given of these and time off in lieu is available | x |  |
| Current driving licence and have a car available for travel in Norfolk |  | x |

This role is subject to a basic Disclosure and Barring Service (DBS) check

This job description is not an exhaustive document but reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.