

POSITION DESCRIPTION

Data Analyst



Reporting to: Manager – Reporting & Analysis

Date: March 2015

Role responsibilities

To encourage flexible work practices and to accommodate changes in responsibilities in line with business requirements, this document describes broad role responsibilities rather than detailed tasks.

Reporting and analysis

- Deliver regular management, regulatory/compliance and corporate KPI reporting to internal and external stakeholders
- Deliver high level operational reporting to meet business requirements, including performance reporting across agreed business units and channels
- Regularly monitor and report on business performance against targets
- In response to information requests, conduct ad hoc data mining and trend analysis

Information management

- Provide guidance to internal customers in determining information requirements and recommend appropriate business solutions
- Rectify any data integrity issues that are identified during the analysis process
- Maintain, enhance and develop reports
- Automate standardised reporting and develop a reporting schedule
- Support the automated report scheduling tool

Stakeholder relationships

- Appropriately communicate reporting outcomes to internal customers
- Communicate with external stakeholders and regulatory bodies as required

Required Competencies

- Problem Solving (Conceptual Thinking)
- Attention to Detail (Accuracy)
- Adaptability
- Communication
- Customer Focus

Preferred experience / qualifications

- Relevant degree (e.g. mathematics, mathematical sciences, operations research, business finance, computer science)
- At least 4 years experience in a data analysis and reporting role
- Advanced capabilities in SQL, Oracle and Excel
- Experience in operational environment
- Sound understanding of commercial drivers of a mass market retailer
- Experience in data mining and analysis

Red Energy Values

- Safety
- Agility
- Courage
- Decency
- Ownership
- Team work