

## Job Description and Person Specification

<b>JOB TITLE</b>	Graduate Data Analyst		
<b>TEAM</b>	IT		
<b>REPORTS TO</b>	IT Product and Applications Manager	<b>LOCATION</b>	Methodist Church House
<b>CONTRACT TYPE</b>	Fixed Term (18 months)	<b>GRADE</b>	2

### JOB PURPOSE AND OBJECTIVES

- Support the organisation to make better use of its data through analysis, reporting and visualisation.
- Contribute to data and analytics projects that provide valuable insight and support the organisation decision-making.
- Help maintain data quality and promote good information management practices.
- Translate data into clear, meaningful insights to support decision-making across the Connexion.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	N/A
<b>Resources</b>	N/A

### ROLE ACCOUNTABILITIES

1. **Data Collection and Analytics** – Collect, prepare and analyse data from a range of sources to support business decision making and identify trends.
2. **Reporting and Visualisation** – Produce clear, accurate standards reports and dashboards, using approved data analysis tools and platforms.
3. **Business Intelligence Support** – Assist in the design, development and maintenance of business intelligence reports and self-service analytics, following IT standards
4. **Data Quality and Information Management** – Support and maintain good data quality through routine and automated checks, validation, cleansing activities and ensuring secure access controls, escalating issues where appropriate.
5. **Data Management** – Assist with designing data schemas, pipelines and repositories, supporting a consistent, well-structured data storage and retrieval across systems and engage in the promotion of good information management practices.
6. **Requirements Support** – Work with colleagues to gather and document reporting and analysis requirements, helping to translate business needs into a practical reporting solution.
7. **Continuous Learning** – Develop and apply technical knowledge of data analytics, reporting skills and apply good practice for improving business processes
8. Undertake any other duties appropriate with the grade and responsibilities of the post.

# Person Specification

## GRADE LEVEL 2

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Degree, or working towards completion of a degree in a relevant field such as Data Science, Statistics, Computing or a numerate discipline	X		A & Q
Relevant data or analytics certification (e.g. Fabric, Power BI, SQL)		X	A, I & Q
<b>Proven Abilities, Knowledge and Skills</b>			
Demonstrable interest in data, analytics and insight	X		A & I
Ability to work accurately with spreadsheets, analytics, and visualisation tools	X		A & I
Awareness of data management principles and data quality requirements	X		A & I
Exposure to SQL or other query/analysis language		X	A & I
Good numerical and analytical skills with attention to detail	X		A & I
Ability to present/communicate information and findings to a range of audiences	X		A & I
Awareness of data protection, confidentiality and information governance requirements	X		A & I
Strong proficiency in Microsoft Office skills, including Outlook, Word, Excel, PowerPoint and other applications such as Microsoft 365, SharePoint, Teams and OneDrive	X		A & I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A & I
Awareness of and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A & I
Proactively seeks to understand data, processes, and business challenges	X		A & I
Excellent interpersonal skills with the ability to work collaboratively with colleagues and others throughout the Methodist Church	X		A & I
Proven track record of managing and delivering to deadlines and managing own workload effectively	X		A & I
Professional and positive approach, with a commitment to continuous development and self-improvement	X		A & I

**Method of Assessment:** **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

*Please note: We reserve the right to assess any other aspects of the role using a format not previously described.*

# TERMS AND CONDITIONS

## Terms and Conditions for a Lay Employee

<b>Health and Safety:</b>	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
<b>Equal Opportunities:</b>	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
<b>Physical Conditions:</b>	<p>For office-based roles, a hybrid working pattern may be possible, typically 3 days in the office (open plan office) and 2 days working remotely, in accordance with the team and organisation's needs.</p> <p>Hybrid working will be supported wherever possible and is dependent on the postholder having a safe, secure, and effective remote working environment. Where this cannot be accommodated, the role will be office-based.</p>
<b>Remuneration:</b>	£33,330.00 per annum
<b>Working Hours:</b>	<ul style="list-style-type: none"> <li>• Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break.</li> <li>• IT Support Cover from 8.30 AM to 17.30 PM.</li> <li>• A flexi-time scheme operates with core hours: 10:00 am –12:00 pm and 2:00 pm – 4:00 pm.</li> <li>• Start times may be as early as 8:00 am and finish times no later than 6:00 pm, subject to line manager approval.</li> <li>• Flexibility may be required. Overtime is not paid, but time off in lieu may be agreed.</li> </ul>
<b>Holiday Entitlement:</b>	<ul style="list-style-type: none"> <li>• 25 days per year (Years 1 – 4)</li> <li>• 28 days per year (Years 5 – 9)</li> <li>• 30 days per year (Years 10+)</li> </ul> <p>Plus, Bank Holidays and three additional days over the Christmas and New Year period.</p>
<b>Sick Pay:</b>	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
<b>Pension:</b>	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
<b>Probationary Period:</b>	The post holder will be subject to a six-month probationary period.
<b>Season Ticket Loan:</b>	Available following successful completion of the probationary period.