

Network support

Junior Data Analyst

The job, in a nutshell

Support teams across Network Support division through the use of data and insights, providing accurate, timely and relevant insights for teams to effectively manage and delivery activity.

You will play a key role in ensuring the accuracy, integrity and accessibility of Age UK's data. You will be involved in data collection, cleaning and preparation of data from various sources, performing basic statistical analysis, and identifying trends and patterns.

You will support the Network Data & Insight team to deliver against its workplan, contributing to wider work supporting the evidencing of Age UK Network's impact for older people.

www.ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values



Collaborative



Ambitious



Impactful



Inclusive

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Network support

What you'll do for us:

Support to the Network Data & Insights team

- Support Portfolio Managers, Delivery Managers, and Portfolio Support Officers to report effectively on funded programmes, projects and activity.
- Support the Network Data & Insight team to deliver against its workplan, contributing to wider work supporting the evidencing of Age UK Network's impact for older people.

Data Collection and Preparation:

- Gather and collate data from various sources, review, clean and transform data, and ensure data accuracy.
- Identify data accuracy issues, and proactively seek to resolve these with operational teams and Local Age UKs, as well as identifying trends or issues and feeding these up to the wider team.
- Clean, validate and organise and review datasets for analysis for funded programmes, projects and activity.
- Respond to significant volumes of queries from stakeholders of all and varying levels across Local and national Age UK Partners and other stakeholders when queries arise on data sets, or where there are questions on requirements, data specifications or data models.

Data Analysis:

- Perform basic descriptive analysis by producing descriptive reporting of inputs, outputs and demographics, identifying trends and patterns, and drawing insights from data for the delivery of funded programmes, projects and activity.

Reporting and Visualisation:

- Compile data sets for reporting, undertaking data transformation in preparation for analysis and reporting, as well as the creation of basic data flows where appropriate.

Location

Hybrid/London

People management

No

Division

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- Be responsible for the creation of reporting dashboards for funded and other activity.
- Support the creation of complex reporting and analysis dashboards and reports, contributing to larger and more complex pieces of work as and when appropriate.
- Respond to ad hoc data requests from internal teams.
- Assist the Data Analysts with data analysis tasks, providing support for data projects, and contributing to the overall data analysis process.
- Participate in team meetings to contribute to data planning and insights.

Data Quality:

- Work with Age UK Network Partners to resolve issues with data and reporting, supporting colleagues to ensure reporting timelines are met and data quality is maintained.

Optional second main body goes here

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Must haves

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Experience of managing large volumes of data from multiple sources.(A, I)
- Experience of collating data and reports, including preparation of tables and graphs.(A, I, P)
- Experience of data entry and analysis to a high level of accuracy and attention to detail.(A, I, P)
- Experience of communicating with internal and external stakeholders on data and reporting.(A, I)
- Experience of working end-to-end with service delivery and project delivery teams to achieve high quality, accurate and reliable data for reporting purposes over multiple regular reporting cycles. (A, I)

Skills and knowledge

- Excellent organisational skills and proven ability to track progress of deliverables. (A, I)
- Excellent IT skills, in relation to Microsoft packages, which should be proficient at a high level.(I)
- Excellent oral and written communication skills including the ability to report on progress in writing and verbally.(I, P)
- Excellent data management and numeracy skills, including the ability to use Excel at an intermediate or advanced level, and to visualise results.(A, I, P)
- Knowledge of Power BI, and the ability to build and maintain basic dashboards and reports within the tool.(A, I)
- Ability to pull large diverse sets of data together to provide a joined-up analysis.(A, I)

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Personal attributes

- Confident dealing with people from different levels and backgrounds.(I)
- Able to work flexibly as part of a team.(I)
- The ability to focus, to pay close attention to detail and to produce work that is thorough and of high quality.(I)

Great to have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Experience of delivering services, or working in a similar environment, with older people.(I)

Skills and knowledge

- Power BI Qualifications.(A)
- Data Analysis qualifications.(A)

Any other details

- The role will be required to be in the linked office at least once per week. In this case the linked office is One America Square.
- The role may be required to travel across the UK, and this may require overnight stays from time to time.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

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Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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