Analyst (B), D&A

Band Descriptor: More complex roles, which do not require significant specialist knowledge but may work with confidential/key information, are involved in process delivery and may have some supervisory responsibilities. May be a graduate or administration role.

Contribution to Corporate Business Plan: Supporting and Co-ordinating

Role Purpose: The role of the Data & Analysis Analyst primarily involves supporting Senior Analysts by assisting with the collection, collation, and analysis of agricultural market information.

Key Responsibilities (please note this is not a list of each and every activity associated with these responsibilities):
- Collect, collate, verify, quality assure and analyse agricultural market information
- Ensure market information is high quality, accurate and clearly presented
- Ensure deadlines are met and information enquiries are answered accurately and in a timely manner
- Keep abreast of appropriate industry developments to ensure analysis is accurate and relevant

Job Specific Activity (not an definitive list):
- Collect and input agricultural market data from primary and secondary sources to produce key industry statistics
- Follow existing data and information quality processes, ensuring the accuracy of outputs (includes telephoning data providers)
- Maintain and update quality procedures
- Distribute market information and update relevant information on AHDB websites
- Maintain effective working relationships with internal and external stakeholders
- Contribute to small and medium-sized projects as required by senior analysts and managers
- Seek, with the support of senior analysts and managers, ways of utilising the latest software available to present data in clear, concise and innovative ways.
- Undertake any other duties required to assist with the operational priorities of the D&A team

Delegated Authority:

- None

Person Specification – Knowledge/Skills/Experience:

Essential
- *Professional qualification to at least degree standard in Economics/Agriculture or another numerate discipline, or equivalent experience*
- *High level of attention to detail*
- *Experience of working in a data oriented environment*
- *Good communication skills*
- *Excellent planning and organising skills*
- *Experience of using modern IT applications such as Excel*

Desirable
- *Experience of using modern IT applications such as Access and SQL*
- *Experience of data visualisation techniques and data visualisation software*
- *Knowledge of agricultural industry*