Analyst (C), D&A

Role: Analyst, D&A
Band: C
Team: D&A, MI
Reports to: Senior Analyst - D&A, D&A Manager or Head of D&A

Band Descriptor: Specialist team members with experience of specific fields, amending and constructing processes to particular criteria. These roles will be technically knowledgeable in a defined field. May have some supervisory/team leader responsibilities.

Contribution to Corporate Business Plan: Collaborating and providing technical knowledge

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
- Take responsibility for the key stages of projects as required

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)
- Actively seek, offer solutions and implement improvements to quality procedures
- Distribute market information and update relevant information on AHDB websites
- Maintain and develop effective working relationships with internal and external stakeholders
- Take responsibility for the key stages of projects (planning, delivering and reviewing) demonstrating accountability throughout
- Actively seek and suggest 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:

- Senior Analyst – D&A as required

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
- Project management experience
- Experience of using modern IT applications such as Microsoft and in particular Excel

Desirable
- Experience of using IT applications such as Access and Power BI
- Experience of data visualisation techniques and data visualisation software
- Basic knowledge of SQL
- Knowledge of agricultural industry