



BRITISH HORSERACING AUTHORITY
JOB DESCRIPTION

JOB TITLE: Data Analyst (Industry People Board)
DEPARTMENT: Strategy & Change
REPORTS TO: Head of Insight, Data & Analytics
LAST REVIEWED: August 2023

ROLE PURPOSE:

The purpose of the role is to be the go-to person for the industry on People initiatives. You will deliver reliable, high-quality analytics and insights to stakeholders to support strategy, decision making and planning of the Industry People Board for the racing industry.

The role will be responsible for conducting analytical projects using a variety of data sources. You will need to cleanse, transform, model and correlate data to identify trends and patterns on employees across the industry and then produce visualisations and reports which will provide industry stakeholders with actionable data and insight.

PRINCIPAL RESPONSIBILITIES:

- Be the data lead for People projects, working across varied projects including but not limited to; headcount, demographics, labour cost, recruitment, training and employee development data intelligence across the industry.
- Utilise data and insights to map and understand the lifecycle of an industry employee, highlighting key decision points in the journey.
- Understand business requirements and transform raw data into meaningful insights that support stakeholders with decision making, strategy and planning.
- Build and maintain a local PowerBI dashboard on People, ensuring the dashboard provides all stakeholders access to key statistics, helping to spot significant trends in the KPIs and areas of action.
- Create ad-hoc reports and analytics as required by the People Board.
- Carry out data analysis and research on critical indicators from large and complex data sets and interpret and express those indicators in a business or operational context.
- Work with the Data, IT and Finance team to ensure robust people data and carry out data analysis and research on critical indicators from large and complex data sets and interpret and express those indicators in a business or operational context.
- Work within the organisation to create or amend any queries, dashboards and reports required.
- Provide suitable updates to internal and external stakeholders on the status of ongoing work.
- To engage users within the organisation to effectively promote a culture of using BI techniques, systems and practises, championing the adoption of data-led solutions and recommendations to business and racing industry.
- Ensure that all projects are based on a foundation of insightful data and clear analytical thinking.
- Apply techniques to improve the organisation's analytical capability.

As the needs of the business change rapidly this role will change accordingly, therefore this document should be viewed as guidelines, which are subject to change.

PERSON SPECIFICATION

QUALIFICATIONS/EDUCATION

- Degree level or equivalent, preferably in a mathematics, data, statistical or computer discipline, or equivalent relevant experience.

COMPETENCIES

- Extensive experience of data analysis methods and skills.
- Experience working with HR systems and Data Management.
- Experience of Microsoft Office applications, including advanced level Excel and Power BI.
- Previous experience working in SQL.
- Previous experience managing a data warehouse and ETL processes, scripting for automation of ETL processes.
- Excellent oral and written communication skills, with experience articulating analysis for a non-technical audience with clarity and in an engaging way.
- Meticulous attention to detail.
- Strong documentation skills with the ability to write and maintain various technical, support and specification documents.
- Analytical and strong problem solving skills with a methodical and logical approach.
- Ability to proactively and constructively challenge the status quo.
- Change and transition management skills.
- Ability to be focused, analytical and outcome centred, displaying initiative and creativity in problem solving.
- Excellent inter-personal skills with an ability to empathise.

DESIRABLE

- Ideally experience of working using AGILE development methodology in BI projects.
- Experience using R, Python or any other statistical programming language.
- Experience in a Project Management Office environment.
- Experience in other database technologies such as MySQL.
- Understanding of the British Horseracing industry.

PERSONAL QUALITIES

- Assertive, patient, persistent and tenacious.
- Able to make decisions quickly and decisively.
- Takes personal pride in the results they deliver.
- Ability to cope under pressure.
- An approachable, friendly, and enthusiastic personality.
- Demonstrable ability to use initiative and be proactive.
- Have a sense of urgency and ability to deal swiftly with changing needs.
- Team player with the ability to work on own initiative when required.
- Highly organised with an ability to multi task and deal with high volumes of work to tight deadlines with minimum supervision.
- Innovative and proactive, with a positive “can do” approach.
- Flexible, both in approach and dealing with tasks.
- Discreet and will maintain confidences.
- Professional and politically sensitive with a commercial awareness.
- Inquisitive, looking beyond what’s on the surface to discover patterns and solutions within the data.