

Job description and person specification

Job title	Data Analyst
Reporting to	Senior Analyst
Direct Reports	No direct line management responsibility, although there will be administrative support and collaborative working with other team colleagues.
Grade	D
Duration	Permanent
Location	Inverness preferred; other HIE office locations will be considered / hybrid working
Hybrid working	Whilst the preferred base for the role is An Lòchran, Inverness, and there will be a requirement to attend the office, we have a flexible approach to working and can consider hybrid working for applicants based at any HIE office locations.

Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands. We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices. Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone. We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

Position overview

This position is based within HIE's Corporate Data and Analytics Team, which has responsibility for:

- Specifying data capture, validation, and the maintenance of corporate data quality
- Statistical analysis and data modelling
- Performance measurement and reporting
- Generation of business intelligence and insight
- Data warehousing, Power BI report development and reporting systems management, administration, training, and guidance

You will be responsible for the analysis of internal and external data to extract meaning and satisfy a variety of reporting obligations. You will identify and help to remedy data quality problems and support the design and development of new and enhanced Power BI reports. Your role will have a strong focus on analysis and reporting in relation to measuring the performance and effectiveness of the organisation against its strategic objectives.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities of the role

- Support the preparation, analysis, and interpretation of data sets relating to HIE's activities, interactions, interventions and performance, utilising internal and external data where appropriate and drawing inferences to inform strategic and operational decisions. Some of this support will relate to regular corporate reporting for HIE's Leadership Team and the HIE Board.
- Support the integration of internal systems data with the data warehouse and interrogation of combined data thereafter to improve assessment of organisational efficiency and effectiveness.
- Respond to ad hoc queries, internal or external, using the available suite of self-service Power BI reports. Where questions cannot be readily satisfied by using the available reports, use knowledge of Power BI and the data held in the data warehouse to shape or present information in most appropriate way.
- Undertake Power BI report modifications and develop new reports in accordance with agreed guidelines, corporate style, governance protocols and any agreed data strategy.
- Test Power BI report modifications and new reports using source data where appropriate to ensure the integrity of report output in advance of making new/modified reports available to business testers. Maintain evidence of test results.
- Monitor the Corporate Data and Reporting helpdesk mailbox, assisting with reporting queries and support requested by staff.

- Support the preparation of the briefing documents for HIE's Chief Executives' quarterly reviews with area teams and directorates.
- Assist in the preparation of material to inform of bi-lateral measurement discussions with area teams and directorates.
- Support the automation of frequently undertaken analytical steps or the delivery of information that currently carries a large manual effort, exploiting PowerBI and other tools to best effect.

Key corporate responsibilities

- Promote a climate of accountability, openness, collaboration and innovation.
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met.
- Ensure optimum use of internal management systems.
- Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

Aspiring to make a difference

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For 60 years HIE's activities have been characterised by a drive to innovate and make a difference and our staff identify very strongly with this. The strength of HIE's culture is evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other
- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

Our commitment to equality, diversity, and inclusion

We are committed to recruiting, promoting, and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

HIE employs staff in locations across the region, encourages flexible working and seeks to employ people with different ideas, styles, and skill sets, each able to contribute in unique ways. This diversity engenders a richer, more creative environment – one in which our people develop, and clients are better served.

This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Real Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualifications in a relevant discipline or equivalent skills and work experience at SCQF Level 9 (e.g. Degree, Graduate Diploma) 	<ul style="list-style-type: none"> Qualification with a primary focus on statistics, data science, data analytics or relevant subject area, or demonstrable equivalent work experience
Work experience	<ul style="list-style-type: none"> Analysing, summarising and presenting complex information Validating the accuracy and completeness of analytical results 	<ul style="list-style-type: none"> End-to-end experience of project work, particularly in the field of statistical/data analysis Experience using Python, R and/or SQL
Skills and abilities	<ul style="list-style-type: none"> A good level of statistical and analytical skill Ability to utilise data visualisation methods to effectively communicate key messages Report writing and presentation skills Ability to work under pressure and to tight deadlines Strong IT competency and working knowledge of MS Office applications, particularly MS Excel 	<ul style="list-style-type: none"> Power BI report development skills (or experience using other business intelligence software) An understanding of business systems, including CRM systems and data warehousing techniques and considerations An appreciation of data analysis in the context of economic and social development Gaelic language skills (speaking, reading, or writing) Carbon literacy/willingness to learn about carbon literacy
Job circumstances	<ul style="list-style-type: none"> Flexible Willingness to travel within and beyond the HIE area 	