

# EPIC Analyst

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## Line Manager

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EPIC Assistant Manager

## Overall Purpose

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The EPIC Analyst will conduct activities to primarily support the EPIC team in achieving its objective of improving the quality of data held in the EPIC database. They will also support activities for the completion of requests for data and reports from Valpak Consulting and other Valpak operational teams.

In addition to this, they will be required to meet Data Solutions requirements as per the Data Analyst role when operationally required. This includes interacting with external organisations, and will therefore need excellent communication skills and a high level of professionalism.

## Key accountabilities

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- Conduct the VDS Weighing Project to ensure ISO Quality Objectives are met
- Run quality checking reports regularly to ensure improved accuracy
- Compile data required as part of Consulting projects and help ensure the data within EPIC is suitable for these projects
- Liaise with EPIC Manager and EPIC Assistant Manager on EPIC system requirements, conducting testing of systems in a timely fashion
- Identify system development opportunities through hands-on experience of processes
- Identify data extraction and manipulation efficiencies by developing technical skills
- Cleanse database of any inaccuracies
- Train Data Solutions staff on EPIC processes

## Key areas

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- Provide a high standard of accuracy in collection and management of data
- Provide excellent customer service when dealing with clients and client's suppliers
- Develop a good understanding of the EPIC database.

## Experience, skills

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- Must have proven experience using MS Excel
- Must be comfortable working with data
- Must have high standards of accuracy and attention to detail
- Must be a pro-active problem solver
- Must be a confident individual who can work well on their own or as part of a team
- Must have excellent communication skills, both verbal and written
- Must have high level of Professionalism
- Experience of working in office environment with telephone and email is desirable
- A knowledge of MS Access is desirable

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- Experience of analysing and manipulating large volumes of data is desirable
- An interest in environmental issues is desirable

## Qualifications

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- Full UK Manual Driving License
- Minimum: Grade C in Mathematics and English GCSE/O Level standard
- Desirable: Educated to at least A level standard or equivalent

## Contact Us

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For more information please call 03450 682 572 or email [careers@valpak.co.uk](mailto:careers@valpak.co.uk)