

# Data Support Analyst - Data Insights

## Line Manager

Application Support Manager

## Overall Purpose

Valpak helps organisations comply with environmental legislation. This often involves the manipulation and processing of large datasets. This role will provide data-orientated technical expertise to a busy operational department. Repetitive processes will be automated to ensure the handling of large datasets is streamlined allowing the department to focus on quality rather than process. These efficiencies will also allow the department to scale to meet future demand. The successful candidate will possess an inquisitive mind and experience in dealing with data. Adept at learning new skills and possess good judgment to know when to automate and when to “get the job done”. To further support the systemisation of processes this role will be based within the operational department on a day to day basis.

Beyond this there will be opportunities to get involved in project work and build on specialist technical skills (data/development).

## Key Accountabilities

Responsibility	Objective
Consistently improve and innovate the Data Service.	<ul style="list-style-type: none"> <li>Gain a solid understanding of the high-level systems as well as possess expertise in specific business-as-usual technical tasks.</li> <li>Be adept at the manipulation of large data sets, cleansing, transforming and loading into the compliance systems.</li> <li>Use SQL Server, Excel, and other appropriate tools to automate repetitive processes and bulk manipulate large datasets.</li> <li>Build a solid understanding of the reporting requirements of each compliance scheme.</li> <li>Identify and implement automation opportunities.</li> </ul>
Ensure standards are maintained and that solutions robustly tested.	<ul style="list-style-type: none"> <li>Ensure all assigned business-as-usual tasks are completed on time and to the standard required by the operational manager.</li> <li>Ensure all assigned IT project work is completed on time and to the standard as required by the Head of IT.</li> <li>Provide timely ad hoc reporting as required.</li> <li>Coordinate and conduct testing to ensure new systems and processes are fit for purpose.</li> </ul>

## Skills

The successful candidate will be naturally inquisitive, analytical and possess a flair for learning and technology. They will have demonstrable experience in data manipulation using SQL (ideally SQL Server but other RDBMS considered) with a proven track record in applying technology to solve problems. Candidates with informal experience will be considered.

In addition to the above we value the following:

- Professional, approachable and pragmatic with a balanced approach to problem solving.
- Experience or eagerness to use machine learning and AI.
- Experience or eagerness to learn C#.
- Working knowledge of Qlik or another data analytics applications.
- Willingness and ability to balance best practice with 'getting the job done'.
- Team player with evidence of working as a technical escalation point for others either formally or informally.
- Ability to prioritise and manage own workload. Able to identify issues and blocks quickly.
- Ability to estimate effort required and report on progress.
- Able to work to a high standard within tight regular deadlines.
- Able to articulate complicated information to a variety of parties.
- Able to pick up and retain technical and regulatory information.
- Adept with Microsoft Excel.

## Qualifications

Applicants should be educated to degree level or possess solid work experience in related field.

## Contact us

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