

Data Systems Administrator

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 identified and automated and the handling of large datasets will be 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 possessing 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 they will have opportunities to get involved in project work and build on their specialist technical skills (data/development).

Line manager

Data Support Analyst

Key accountabilities

- Be adept at the manipulation of large data sets, cleansing, transforming and loading into the compliance systems.
- Ensure all assigned business-as-usual tasks are completed on time and to the standard required by the operational manager.
- Build a solid understanding of the reporting requirements of each compliance scheme.
- Be the technical go to person within the operational department. Gain a solid understanding of the high-level systems as well as possess expertise in specific business-as-usual technical tasks.
- Provide timely ad hoc reporting as required.
- Deliver continuous improvement by identifying opportunities to automate manual processes.
- Highlight other potential opportunities for improvements and process changes in the wider business context.
- Use SQL Server, Excel, and other appropriate tools to automate repetitive processes and bulk manipulate large datasets.

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- Identify and analyses trends (technical, reporting, issues), articulate implications, and create or propose potential solutions.
- Be determined to deliver quality results. Continuously seek ways to improve data quality and consistency.
- Coordinate and conduct testing to ensure new systems and processes are fit for purpose.

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
 - Willingness and ability to balance best practice with 'getting the job done'
 - Team player with evidence of providing 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
 - Numeracy and problem solving
 - Able to work to a high standard within tight regular deadlines
 - Excellent attention to detail and a proactive work ethic
 - Able to articulate complicated information to a variety of parties
 - Able to pick up and retain technical and regulatory information
 - Adept with Microsoft Excel

Required experience

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