

# EPIC Analyst

## Line Manager

EPIC Manager

## Overall Purpose

The EPIC Analyst will conduct activities to primarily support the EPIC team in achieving its objective of improving the quantity and 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 also be responsible for their own internal projects which include the identification of data gaps and sourcing these weights through the VDI weighing project and identifying areas of cost savings to members through new services such as Benchmarking . Therefore, the candidate needs to be good at handling data and a pro-active problem solver. Furthermore, the EPIC analyst will work closely with the Supplier Engagement Team to identify suppliers which are contributing to large data gaps in members data and pass this information back to the members. Therefore, the candidate needs to have good communication skills.

## Key accountabilities

Responsibilities	Objectives
Maximise use of the database	<ul style="list-style-type: none"> <li>Investigate new ways of error reporting</li> <li>Educate the broader department to ensure accurate data is entered as part of operational processes</li> <li>Work with Consulting to deliver project data</li> <li>Support sector reporting e.g. benchmarking/forecasting</li> <li>Work with data partners to provide data in format required e.g. Plastic Pact</li> </ul>
Ensure data quality	<ul style="list-style-type: none"> <li>Conduct the VDI Weighing Project to ensure ISO Quality Objectives are met</li> <li>Run quality checking reports regularly to ensure improved accuracy</li> <li>Cleanse database of any inaccuracies</li> <li>Liaise with EPIC Manager on EPIC system requirements, conducting testing of systems in a timely fashion</li> </ul>
Expand scope of EPIC data	<ul style="list-style-type: none"> <li>Work cross functionally to increase use of EPIC data beyond compliance, such as identifying areas of cost savings to members through new services i.e. Benchmarking</li> <li>Work with Valpak's Economist and the Consulting department to investigate sectors to find product or packaging trends</li> <li>Develop internal and customer reports to present data in easily consumable way to show key insights from the data</li> </ul>
Ensure data integrity	<ul style="list-style-type: none"> <li>Analyse and interpret data using reports and statistical techniques to provide insights</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Rigorously interrogate data and the underlying assumptions</li><li>• Make recommendations to the business for streamlining processes</li></ul> |
|--|--|

## Experience, skills

- Advanced Excel Skills are desirable
- Must have strong analytical and problem-solving skills
- High standards of accuracy and attention to detail
- Experience of analysing and manipulating large volumes of data
- An interest in environmental issues is desirable

## Qualifications

- Numerical/scientific qualification at A-Level (or equivalent) or above
- Must be educated to degree level or equivalent
- Full UK Manual Driving License