

# ROLE PROFILE – Business Intelligence Analyst

## Risk Directorate

### Career Framework: Policy & Advisory

#### Role Purpose:

To lead the delivery of complex regulatory data to internal and external stakeholders and provide specialist technical advice to all areas of the SRA on data management for operational performance reporting. To use technical understanding of a wide range of data structures, querying languages and business processes to produce high quality analytical solutions. Provides statistics and information that will guide regulatory policy, inform operational decision making and answer stakeholder information requests.

#### Outcomes:

- Leads the delivery of complex regulatory data & operational performance data from a range of sources including primary and secondary data, statistics and information to produce high quality analytical products that inform decision making.
- Works with stakeholders to identify and prepare datasets for internal or external customers and projects using the appropriate procedures, software and analytical techniques.
- Provides specialist technical advice to all areas of the SRA on data collection and management. Makes recommendations for future development of information systems and identifies risks to data quality.
- Produces analytical products, analysis and interpretation for use by internal & external stakeholders to inform evidence based decision making. Presents analytical findings to internal & external customers to guide regulatory policy and operational decision making.
- Participates as part of a team and collaborates cross-functionally to implement long term technical projects, ensuring the timely delivery of required outputs.
- Actively contributes to the design, development and update of systems and IT solutions. Considers the business impact of IT changes on SRA reporting tools and the ability to track progress against Key Performance Indicators (KPIs).
- Identifies and actions recommendations for improvement to ways of working, data input and data quality in order to enhance the effectiveness and efficiency of the SRA.
- Develops own knowledge of extraction and analytical techniques and software to develop best practice into the analysis and presentation of findings.
- Provides training and coaching sessions to SRA managers and SRA SMT on the use and interpretation of analytical products and datasets.

#### Knowledge, Skills & Experience:

##### Essential

- Relevant degree level qualification or equivalent work experience.
- Experience of working in an analytical role and managing large datasets
- Experience of coding in structured query language in particular T-SQL.
- Experience of a range of statistical and analytical methodologies and the use of data management packages (such as SSRS, SSMS and/or Business Objects).
- Ability to produce data analysis, reports and provide advice on technical data.
- Track record of working collaboratively to implement long term technical projects.
- High level of IT skills including advanced knowledge of Microsoft Excel with an understanding of VBA, along with Microsoft Office, Internet and other electronic data sources.
- Excellent analytical & problem solving skills.

This role profile is aligned to the internal SRA career framework.

The career framework profile outlines the generic requirements which are common to all roles within this strand/level. The role profile outlines supplementary role specific requirements.

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- Pro-active and able to make own decisions.

#### Desirable

- Knowledge of the SRA's function and the role of business intelligence.
- Knowledge of relevant data legislation including Freedom of Information and the Data Protection Act.
- Strong team player