



# Gangmasters & Labour Abuse Authority

## Data Analyst

### Summary of the role

Reporting to the Senior Governance Officer, this post will collect, organise and analyse data to provide business insight for the GLAA. The post holder will summarise and present data in the most appropriate format for users to support decision making. This post holder will also support the development of performance measurement frameworks including Key Performance Indicators (KPIs)

The post holder will also play a key role in supporting data management within the organisation, including data quality assurance.

### Workplace Values

At the GLAA all employees are expected to abide by the values we have within the organisation, Integrity, Respect, Commitment, Professionalism and Teamwork.

#### **Integrity**

Being trustworthy with an honest, responsible and reliable approach to achieve our goals.

#### **Respect**

Helping each other in a friendly, supportive and inclusive working environment to achieve our goals.

#### **Commitment**

Finding solutions with innovative ideas, sharing knowledge and expertise to achieve our goals.

#### **Professionalism**

Delivering quality, working productively with passion and pride to achieve our goals.

#### **Teamwork**

Working together to utilise each other's strengths, skills and experience to achieve our goals.

## Responsibilities

- To extract and collate data from a wide variety of sources using the most efficient means, developing or designing new data capture or recording systems as necessary.
- Identify, diagnose and assist to rectify any data quality issues and support the assurance on data quality.
- Analyse, interpret and report on GLAA performance data to inform GLAA senior managers, and a wide range of internal and external stakeholders including GLAA Board and Home Office.
- Assist in the identification and development of Key Performance Indicators.
- Produce timely and accurate insight reports at organisational and team on progress against targets and performance indicators in the GLAA corporate Business Plan; provided in a clear and accessible format for the required audience.
- Present, communicate and disseminate data appropriately to provide senior managers and relevant partners insight into the GLAA's performance.
- Make recommendations on areas for improvement and highlight good practice based on sound data analysis.
- To develop systems and processes in order to support and improve data management across the organisation.
- To attend meetings, liaising with internal working groups, external partners and customer groups and as required, presenting findings as appropriate, e.g., at management and board meetings.
- To maintain an up to date knowledge of relevant performance measurement systems and data standards for the GLAA and Home Office.
- To provide guidance and advice to colleagues on matters relating to the production and use of management information.
- To be an active member of the governance team in identifying risks and issues, supporting business continuity and identifying opportunities for continuous improvement.
- Undertake any other duties as considered reasonable and commensurate with the grade and responsibilities of the post.

Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent IT and mathematics skills, including previous experience of using analytical software or software packages specifically designed for the creation, maintenance and evaluation of data including Microsoft Office products, particularly Word, Excel, PowerPoint and Access.</li> <li>• Ability to analyse and accurately interpret data effectively using a variety of analytical processes.</li> <li>• High attention to detail and demonstratable experience of improving data quality.</li> <li>• Demonstrable experience in obtaining quantitative and qualitative data through appropriate means.</li> <li>• Experience of using the most appropriate medium to visualise data including experience of preparing complex briefings for presentation</li> <li>• Ability to communicate effectively (verbally and in writing) with a wide range of individuals throughout the organisation and externally.</li> <li>• A sound understanding of data management.</li> <li>• The ability to work effectively as part of a multi-disciplinary team and as an individual where required.</li> <li>• Experience of making recommendations to colleagues and managers based on accurate, well-defined analysis.</li> <li>• The ability to work to strict deadlines and prioritise workloads effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree with a high proportion of data collation and interpretation, or significant practical workplace experience of gathering, analysing and evaluating data for presentation to internal and external managers.</li> <li>• Experience of working within a law enforcement or regulatory environment.</li> <li>• Experience in the practical use of SQL queries and other query tools such as Business Objects to extract data.</li> <li>• Experience of data assurance processes.</li> </ul>

In addition, the post holder must successfully achieve SC vetting clearance, Non-Police Personnel Vetting clearance and hold a valid passport.