

## JOB DESCRIPTION

<b>Job title</b>	<b>Graduate Data Analyst</b>
<b>Location</b>	<b>Milton, Cambridge</b>
<b>Department</b>	<b>Virtual Finance Office (VFO)</b>
<b>Line manager job title</b>	<b>Business Analyst</b>

### Overview

At PEM we're embarking on a journey to transform the way we use data. The Graduate Data Analyst will be pivotal to that journey, and will have a unique opportunity to shape the team's direction and contribute to its success. This role offers a broad scope in a newly-formed team, exposing you to data engineering, analytics, data science, and process development, providing a well-rounded foundation for your career. You will work closely with stakeholders, translating requirements into technical deliverables. If you are eager to learn, and are excited by the prospect of building something from the ground up, we'd love to hear from you.

### Key accountabilities

- Build, monitor, and maintain data ingestion pipelines.
- Create dynamic and engaging reports that drive stakeholder engagement.
- Identify and recommend new ways to streamline business processes.
- Conduct ad-hoc and recurring analysis to inform decision-making.
- Communicate with stakeholders to understand and translate business requirements into technical solutions.
- Stay informed about industry trends, best practices and new analytical tools.
- Develop new data products and tools that can be utilised by stakeholders.

### Person Specification

#### Core requirements:

- Excellent attention to detail.
- A strong foundation in Microsoft Office (Excel, Word, Power Point).
- Proven experience with SQL and at least one other programming language e.g. Python or R.
- A solid understanding of data modelling and relational databases.
- In-depth knowledge of statistical methodologies and data analysis techniques.
- Critical thinking and problem-solving abilities.
- Good communication and collaboration skills.
- Eagerness to learn, explore new ideas, and demonstrate initiative.
- Comfortable in a dynamic environment, balancing multiple projects concurrently.

#### Nice to have:

- Exposure to an enterprise reporting tool, for example Power BI, Tableau, or Looker.
- Experience in low-code development using Power Apps and / or Power Automate.
- Familiarity with the Azure data engineering stack, e.g. Azure Functions, Data Factory.
- Working knowledge of GitHub.