ROLE PROFILE

Job Title:	Data Analyst	**Location:**	Exeter
Department:	Data	**Hours of Work:**	9-5
Reports to:	Data Maintenance Manager	**Version:**	1.1

The main purpose of the job:

To help maintain spatial and non-spatial data holdings in support of key Landmark products.

To take responsibility for, and lead, particular processes for particular datasets, in consultation with the Data Maintenance and Analysis Managers.

This role requires a good level of GIS knowledge with some database experience.

The right candidate will also have good communication skills, in order to: translate requirements between technical and non-technical audiences; work flexibly and efficiently across functional teams; and deal with technical issues and opportunities in a positive and pro-active manner.

Main tasks of the job (in order of priority):	% of time spent
Processing and loading current datasets: Using bespoke tools, in-house Oracle forms, and SQL scripts process and load regular data updates to Landmark's data holdings.	**50**
Carry out QA on data received from suppliers, providing feedback when required: Using existing methods check the quality of data received against specified delivery format. Maintain existing tools and develop new tools/processes to improve QA performance.	**30**
Analysing and reviewing new datasets: Using GIS tools (MapInfo or ArcGIS) to establish the quality of the data and its 'fitness for purpose'; and establish any limitations.	**20**

Staff who report to this position: N/A

Who this position reports to: Data Maintenance Manager

Key Contacts:

External: Data Suppliers

Internal: Data team; Product Development; Product Managers, Customer services

Qualifications & Training	Essential/Desirable	Selection Method
Degree in Geographical/GIS related discipline or equivalent professional experience	Essential	Certificate
2 years experience working in a GIS or data related role	Desirable	CV

Competencies	Essential/Desirable	Selection Method
Technical:		
Excellent analytical skill & attention to detail	Essential	Test
Excellent communication skills	Essential	Test/Interview
Ability to understand and relay technical information in a non technical way	Essential	Test/Interview
Strong problem solving skills	Essential	Interview
Flexible approach to work and ability to multi-task and project plan	Essential	Test/Interview
Advanced GIS user, e.g. Mapinfo or ArcGIS	Essential	Test/Interview
Oracle SQL or other scripting experience	Desirable	Test/Interview
Database experience (e.g. MSAccess)	Desirable	Test/Interview
Leadership:		
N/A		
Behavioural:		
Proactive	Essential	CV / Interview
Diplomatic	Essential	CV / Interview
Confident communicator	Essential	CV / Interview
Organized	Essential	CV / Interview
Analytical	Essential	CV / Interview