

Job title: Distribution Data & Insight Analyst

Core information

Location: Bracknell head office ▾	Lines of business or shared capability area: Waitrose Supply Chain
Reports to: Sales Operational Planning & Optimisation Lead	
People Management: No ▾	
Assignment Management: No ▾	
Partnership Level: Partnership level 7 ▾	Manager's Partnership level: Partnership level 5 ▾
Number of direct reports: None ▾	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical Purpose of the role

This role is responsible for providing high-quality data, reporting solutions and analysis for Waitrose Transport and Distribution. The role serves as a vital resource for the Supply Chain Leadership Team (SCLT), Distribution Centres, third-party logistics providers (3PLs), and essential central departments such as Transport Planning and Budgeting & Performance, delivering the necessary visibility and insights to ensure operational success.

Primary Responsibilities include:

- **Infrastructure Development:** Establish a comprehensive dashboard library and data catalogue, maintaining continuous improvement of coding and tables.
- **Operational Reporting & Analysis:** Manage and troubleshoot Transport and Warehouse KPIs, perform WMS and TMS analysis to support key decision making, and facilitate the primary connection to the PDP team.
- **Strategic Alignment:** Oversee the Distribution reporting roadmap and develop end-to-end Supply Chain KPI scorecards to support the "Modernising our Supply Chain" initiative.
- **Insights and Governance:** Identify risks and opportunities through analytical support for Supply Chain reporting, while ensuring robust data governance and standardisation.

**Primary Outcomes & Accountabilities**

As a self-motivated professional, you possess a deep passion for the integrity and quality of Supply Chain data. You are dedicated to establishing dependable data sources and a definitive "one version of the truth" that facilitates excellence in both day to day operations and optimisation.

Primary point of contact for Supply Chain data: with your main focus on Distribution data, you excel at cultivating strong partnerships with stakeholders throughout the business to ensure outcome

Optimising Core Supply Chain KPIs: working with key stakeholders you will build, manage and set the foundations for core key performance indicators, which are to be formally agreed upon on an annual basis.

Performance Data & Insight Provision: ensuring the provision of timely, meaningful performance data and insights that actively influence decision-making both within and beyond the immediate Supply Chain.

Strategic Identification & Surfacing: Identifying and effectively surfacing critical trade-offs and operational improvement opportunities across the Supply Chain and external functions

Measures of success

Quality of Output: Evaluated on the output quality of data analysis, reporting, constructive challenge, and insights provided.

Stakeholder Impact: Positive stakeholder feedback regarding the impact of your contributions, specifically focusing on your ability to draw trends from data and deliver actionable, insightful reporting that drives robust, end-to-end decision-making.

Timeliness & Measurable

Improvement: The overall quality and timeliness of analysis and reporting, leading to measurable evidence of performance and cost improvements within the Supply Chain.

Trade Offs: Identification and effective surfacing of trade offs and opportunities - operational improvement within Supply Chain and beyond.

Skills

Data Manipulation & Analytics

Querying large datasets via SQL and applying advanced statistical and analytical techniques.

Data Visualisation & Dashboard Design e.g Tableau

Building, publishing, and maintaining dynamic dashboards to monitor KPIs and present findings.

Excellent Communication

Conveying insights clearly through a mix of written reports, visual graphics, and articulate verbal presentations.

Problem Solving

Ability to structure a problem, apply the right methods and propose actionable recommendations



Qualifications & Experience (where applicable)

Essential

- Relevant qualification in a numerate discipline e.g. Maths, Statistics, Data Science or similar
- Experience in writing and optimising complex SQL queries to extract, clean, and manipulate large-scale datasets.
- Experience in building structured datasets and designing intuitive visualisation tools or dashboards
- Ability to apply advanced analytical methods to complex and turn into actionable insight

Desirable

- Experience of leveraging AI tools to debug code, automate repetitive tasks, and optimise analytical workflows
- Experience of interacting with a wide range of stakeholders, including senior leaders
- Experience of influencing decisions through the use of data and analytics
- Experience of Supply Chain reporting and data analysis in a complex, Grocery retailer

Version	Created/updated by	Date
v1	Caroline Shaw	20/07/26