JOHN LEWIS & PARTNERS

JOHN LEWIS PARTNERSHIP

WAITROSE & PARTNERS

DATA MANAGEMENT ANALYST

Location: Victoria or Bracknell, with blended working	**Shared Capability:** Data, Insight & Analytics
Reports to: Data Management Office (DMO) L5, Data Governance Managers or Data Product Managers	
People Management: Data Coordinators (L8) (Assignment dependent) **Assignment Management:** Data Management Analysts (L7), Data Coordinators (L8) (Assignment dependent)	

Job description (critical purpose)

As a Data Management Analyst you will use your specialist data knowledge and a variety of analyst techniques to identify, investigate and fix data as well as deliver business requirements. You will be known for your technical and data expertise and will drive value by supporting good data management. You will have excellent communication skills which will enable you to build trusted relationships with your team, colleagues and stakeholders.

You will have an excellent understanding of how data is used in the business, and how to adapt your skills to suit the business problem you are presented with.

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential, as well as supporting a team of Data Coordinators to do the same (where relevant).

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

Primary Outcomes & Accountabilities	**Measures of success**
Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently. Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession. Support the delivery of the Partnership's goals and data strategy through having the highest quality and usable data. Conduct data or business analysis which leads to Insight-led recommendations to improve and influence decision making. Be responsible for end to end quality processes and for identifying opportunities to improve data quality through better data and improved data management / processing. Identify patterns and trends in information.	Reports delivered within agreed timescales to 100% levels of accuracy. Use of data insight in key projects. Improved accuracy of data. Speed and accuracy of decision making are improved by your analysis. Data analysis outcomes are used by leaders within Insight to influence plan and decision making Quality of work delivered by team (where relevant)

Identify, analyse and document new business requirements relating to data processes and systems. Ensure solutions meet business needs and requirements. Represent the Data Management profession on key projects that require data expertise Provide effective analysis and interpretation of data as input into strategic projects and operational activities. Capture, track and provide trend reports and data profiling reporting. Define and report on data quality metrics. Track all data governance and data quality issues and resolutions for publication to stakeholders. Manage supplier relationships with 3rd party data capture and data service providers. Use excellent communication skills to break down information and present it in a simple way to key stakeholders within Insight and across the Partnership. (Where relevant) Be a great people manager, and lead small teams of Data Coordinators and support their development.	

Skills	
Analyst skills	Evaluates and analyses different types of complex data objectively and sees patterns and meaning to establish the key relevant facts. Uses this thinking to make credible recommendations to inform critical decision making.
Continuous Improvement	Thinks boldly and sees issues and opportunities from all angles and multiple perspectives, even the unprecedented to draw out meaning and connections and make recommendations to adjust strategy and outcomes as a result. Generates a number of workable options and overcomes barriers to finding solutions.
Communication skills	Able to communicate complex information in a clear and simple way. Has excellent written and verbal communication.
Relationship Building	Authentically and proactively interacts with everyone, building rapport and making a positive impression in order to collaborate and build lasting connections across the Partnership and beyond to other businesses and contacts. Once formed, understands how to navigate politics and the impact these have on the workplace in order to get things done.
Action orientated	Remains motivated and shows drive and determination to achieve success. Persists in the face of obstacles and overcomes any barriers that arise, focusing on solutions and not problems.

Qualifications & Experience
Essential - Data and/or business analysis skills - Data management experience - Experience of working with databases and large data sets - Experience of data processes within a commercial organisation - Strong organisational and communication skills - Stakeholder management skills Desirable - Knowledge of multiple programming languages including Python, SQL, R - Governance and process development experience - Experience of data quality measurement and management - People and/or assignment management experience - Retail industry experience - Knowledge of continuous improvement methodologies

Version	**Created/updated by**	**Date**
1.0	Barry Hostead	22/05/24

APPENDIX DOCUMENT: **INTERNAL USE REQUIREMENTS ONLY for People teams**

Partnership Level: 7 **Manager's Partnership level: 6**
Job Family Group: **Job Family:**
Pay range/Compensation Grade Profile:

Vetting required? (Yes or No) • xx