**Job Description**Role Proficiency:  
  
Provide expertise on data analysis techniques using software tools. Under supervision streamline business processes.  
  
**Outcomes**

* Design and manage the reporting environment; which include data sources security and metadata.
* Provide technical expertise on data storage structures data mining and data cleansing.
* Support the data warehouse in identifying and revising reporting requirements.
* Support initiatives for data integrity and normalization.
* Assess tests and implement new or upgraded software. Assist with strategic decisions on new systems. Generate reports from single or multiple systems.
* Troubleshoot the reporting database environment and associated reports.
* Identify and recommend new ways to streamline business processes
* Illustrate data graphically and translate complex findings into written text.
* Locate results to help clients make better decisions. Solicit feedback from clients and build solutions based on feedback.
* Train end users on new reports and dashboards.
* Set FAST goals and provide feedback on FAST goals of repartees

**Measures Of Outcomes**

* Quality - number of review comments on codes written
* Data consistency and data quality.
* Number of medium to large custom application data models designed and implemented
* Illustrates data graphically; translates complex findings into written text.
* Number of results located to help clients make informed decisions.
* Number of business processes changed due to vital analysis.
* Number of Business Intelligent Dashboards developed
* Number of productivity standards defined for project
* Number of mandatory trainings completed

**Outputs Expected**Determine Specific Data needs:

* Work with departmental managers to outline the specific data needs for each business method analysis project

Critical business insights:

* Mines the business’s database in search of critical business insights; communicates findings to relevant departments.

**Code**

* Creates efficient and reusable SQL code meant for the improvement

manipulation  
  
and analysis of data.

* Creates efficient and reusable code. Follows coding best practices.

Create/Validate Data Models:

* Builds statistical models; diagnoses validates and improves the performance of these models over time.

**Predictive Analytics**

* Seeks to determine likely outcomes by detecting tendencies in descriptive and diagnostic analysis

**Prescriptive Analytics**

* Attempts to identify what business action to take

**Code Versioning**

* Organize and manage the changes and revisions to code. Use a version control tool for example git

bitbucket. etc.  
  
**Create Reports**

* Create reports depicting the trends and behaviours from analyzed data

**Document**

* Create documentation for worked performed. Additionally

perform peer reviews of documentation of others' work  
  
**Manage Knowledge**

* Consume and contribute to project related documents

share point  
  
libraries and client universities  
  
**Status Reporting**

* Report status of tasks assigned
* Comply with project related reporting standards and processes

**Skill Examples**

* Analytical Skills: Ability to work with large amounts of data: facts figures and number crunching.
* Communication Skills: Communicate effectively with a diverse population at various organization levels with the right level of detail.
* Critical Thinking: Data Analysts must review numbers trends and data to come up with original conclusions based on the findings.
* Presentation Skills - facilitates reports and oral presentations to senior colleagues
* Strong meeting facilitation skills as well as presentation skills.
* Attention to Detail: Vigilant in the analysis to determine accurate conclusions.
* Mathematical Skills to estimate numerical data.
* Work in a team environment
* Proactively ask for and offer help

**Knowledge Examples**

* Database languages such as SQL
* Programming language such as R or Python
* Analytical tools and languages such as SAS & Mahout.
* Proficiency in MATLAB.
* Data visualization software such as Tableau or Qlik.
* Proficient in mathematics and calculations.
* Efficiently with spreadsheet tools such as Microsoft Excel or Google Sheets
* DBMS
* Operating Systems and software platforms
* Knowledge regarding customer domain and sub domain where problem is solved

**Additional Comments**General Skills – \* At least 3 years experience of working as a data analyst, data quality analyst or similar. \* Ability to write accurate data quality tests and deploy them to a production environment \* Attention to detail and diligence – to take ownership of data quality management procedures such as monitoring data quality test results and trends therein \* Good written and verbal communication skills \* Knowledge of processes in the data quality management lifecycle – eg ISO8001 or similar methodology \* Data Profiling – to support data quality test writing and inference of data quality rules Technology Skills Must Have - Azure SQL Must Have – Alteryx or similar ETL/ELT technology such as Azure Data Factory. This includes the ability to schedule new workflows / jobs. Should Have – data analysis in Excel Should Have – familiarity with interface technology – especially APIs Should Have – exposure to CI/CD tools such as Octopus, Powershell Nice To Have – exposure to enterprise data catalogue software such as Microsoft Azure Purview, Informatica, Alation, Collibra Nice To Have – exposure to data quality measurement technologies such as dbt Nice To Have – exposure to Snowflake Nice To Have – exposure to .Net