

**JOB TITLE: GRADUATE DATA ANALYST**

**CORE HOURS REQUIRED: 40 HOURS PER WEEK, HYBRID**

**SALARY: £25K+ PA & BENEFITS**

### PRIMARY RESPONSIBILITIES

Work as part of a small team to evaluate and analyse key data that will be used to shape the business  
Conducting interviews and facilitate workshops to capture functional and non-functional requirements  
Extracting data from our main systems and developing, reports to support business decision making  
Develop and generate reports within our main systems  
Support streamlining business processes by providing analysis and recommending solutions  
Produce adhoc analysis requested by internal and external stakeholders  
Develop dashboard visualisations with meaningful easy to understand data for stakeholders  
Identifying, investigating, and correcting any data discrepancies, liaising with internal teams, and cross-referencing with other data sources  
Develop and execute solutions whilst building strategies that support business growth and improvement  
Assist in identifying and translating user requirements into solutions  
Perform analytical activities to solution and design

### YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

Demonstrable proactive approach, a can-do attitude and able to work under own initiative  
A keen interest in how things work and how to improve them  
Pro-active problem solver with meticulous attention to detail  
Educated to degree level or any previous experience in a Data Analyst role would be beneficial  
Curious, analytical and an ambition to grow and learn new technologies  
Strong analytical IT skills, particularly MS Excel, knowledge of Microsoft Power BI & SQL queries  
A demonstrable track record of completing tasks whilst managing competing pressures and deadlines and retaining an eye for detail and quality  
Work well in a team and independently  
Resilient and ability to work with competing priorities and deadlines

### TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to [people@negearth.co.uk](mailto:people@negearth.co.uk).

- 1) Are you eligible to live and work in the UK?
- 2) Will you require sponsorship to continue to live and work in the UK in the future?
- 3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.
- 4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?
- 5) What is your current notice period?