

Job Description

Job title	Data Analyst	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Working closely with the contract Asset manager
- Generating and analysing data and trend analysis
- The creation and programming of MI and KPI reports
- Daily, Weekly, Monthly and ad hoc Reporting
- Providing information and transferring knowledge to various members of the Management team to aid decision making / improve performance
- Identify opportunities that can improve efficiency of business processes, particularly asset management & compliance
- Assist in troubleshooting software application issues.
- Support in the maintenance of the asset database
- Design and development of dashboards.
- Technical experience with BI Visualisation tools.
- Support in complex analytics application configuration to meet end user requirements while also configuring workflows, analyses, templates, reports and other application controls.
- Develop & tailor the Account's chosen CAFM system to meet asset management & compliance requirements.
- Interrogate the CAFM system to provide information on efficiency of maintenance.
- Reviewing, analysing and modifying data and presenting this data in the required format.
- A good working knowledge of SQL DB, VBA, NET and advanced level Excel skills.
- Understanding of a customer's service excellence and the ability to deliver quality service

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

Job Description

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	