

## Role Profile

<b>Role Title:</b>	CHIC Data Analyst		
<b>Reports To:</b>	CHIC Supply Chain Manager		
<b>Location:</b>	Birmingham	<b>Salary:</b>	£20k - £25k, negotiable

### BACKGROUND

ARK Consultancy Limited (ARK) acts as Agent for the Central Housing Investment Consortium Limited (CHIC), a consortium of social landlords focussing on collaborative asset management solutions (including direct materials procurement) for responsive repairs, planned investment, compliance and new development works.

CHIC manages a multiplicity of procurement activities, contracts and supply chain catalogues. These all involve comprehensive sets of financial and other data, which needs to be accurately recorded, reviewed, modelled and analysed to produce accurate records and reports.

### ROLE PURPOSE

The post-holder will provide support to CHIC's Supply Chain Manager directly and will work closely with CHIC's Contract and Commercial Coordinator, to manage and support a range of data modelling and reporting systems and requirements. The role will require a high degree of accuracy and competence in data review, analysis and reporting, but will also involve regular interaction with CHIC's member services team and the supply chain.

### PRINCIPAL RESPONSIBILITIES

1. To work with the Supply Chain Manager to maintain all CHIC's supply chain pricing catalogues, both centrally and member specific.
2. To provide an efficient and responsive benchmarking service for the CHIC member services team and for members, to compare existing pricing against CHIC catalogue pricing and deliver accurate comparative reports.
3. To work directly with CHIC's supply chain partners to review and negotiate specific prices, to ensure that CHIC's pricing is constantly market competitive.
4. To review monthly merchant invoices and other cost reports, carry out detailed analysis of actual spend versus catalogue pricing and provide accurate reports to individual members by agreed deadlines.
5. To deputise for CHIC's Contract and Commercial Coordinator in maintaining and reporting from CHIC's programme management system and performance dashboard.
6. To carry out any data or information analysis requested by the CHIC team and provide clear and accurate reports on outcomes.
7. To undertake focussed market research projects, in order to develop CHIC's existing data and to respond to specific member requests.
8. To be part of the CHIC team which researches and scopes new database, analysis and benchmarking products and to lead on or support the development of these.
9. To undertake any business development activities required, including responding to tenders and representing CHIC at conferences and seminars.
10. To seek to grow the usage of CHIC's wider services and products with existing members.

## KEY ACCOUNTABILITIES

11. To promote CHIC to new prospective members to grow all CHIC products.
12. To identify consultancy opportunities for ARK which may add additional value to consultancy clients.
13. To attend ARK's and CHIC's team meetings and related events, including conferences, exhibitions, client business development meetings and trade events.
14. To promote a positive image of ARK and CHIC through the development and maintenance of excellent working relationships with CHIC members, supply chain partners, colleagues and ARK associates.

## RECORD KEEPING AND ADMINISTRATION

15. To establish and maintain appropriate records and files for ARK and CHIC.
16. To regularly update the Pipeline and Dashboard reports in order to keep accurate records of business performance.
17. To submit monthly documentation as required including:
  - Timesheets
  - Mileage and Expenses Claims

## HEALTH AND SAFETY

18. To observe all safety rules and carry out safe working practices at all times. Take reasonable care for your own health and safety and of other persons who may be affected by your acts or omissions at work.
19. To appraise yourself of all health and safety practices of client organisations when working in and from the client's offices.

## DIVERSITY

20. To be aware of ARK's responsibilities to provide a service that reflects and respects the diverse communities in which we work.

## GENERAL

21. To undertake any such training as identified and agreed with your Line Manger and CHIC's Chief Operating Officer.
22. To respect and uphold the confidential nature of the services that ARK provides to and for its clients.
23. To note that all information held or used by you in relation to ARK Consultancy Limited and CHIC Ltd is to be regarded as confidential. You should not at any time disclose to any person any information as to the business dealings, finances, software, intellectual property, business models, processes and procedures of ARK or CHIC, nor any facts or knowledge in relation to ARK's clients or CHIC's members. All proposals, reports, business models, spreadsheets, memoranda and other documents in your possession (both electronic and hard copy) are and shall remain the property of ARK.

## Person Specification

Role Title: CHIC Data Analyst

### SKILLS & KNOWLEDGE

- Excellent analytical skills
- Excellent cost management skills and understanding of value
- Ability to independently problem solve
- Good understanding of the principles of data management
- Advanced Excel skills (DAX, Power Pivot, VBA)
- Ability to organise and prioritise own work
- Advanced skills in the use of Microsoft Office
- Ability to work with teams across the business, helping colleagues to understand the data they work with and control
- Understand how Databases are structured
- Ability to translate business requirements into report definitions
- Desirable but not essential skills: SQL

### EXPERIENCE

- Managing data and working with data from multiple databases and other database sources
- Presenting accurate information, clearly and concisely in reports or dashboards
- Data cleansing and identifying data issues through exception reporting
- Writing report documentation, including documenting the underlying queries and data sources that underpin reports
- Validating and testing reports against the report criteria

### QUALIFICATIONS

- Essential – Maths and English GCSE
- Essential – Good A Levels
- Essential – Evidence of continuous professional development/a relevant degree
- Desirable – Equivalent training on Excel and SQL

This Role Profile forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at ARK's absolute discretion in the future.

As a general term of employment, ARK may affect any necessary change in job content, or may require the post-holder to undertake other duties, at any of ARK's or our clients' offices.