**Title of post:** Management Information Analyst – Pensions

**Grade:** Grade H

**Responsible to:** Developments & Technologies Strategic Lead

Purpose of Post: To gather, analyse and present management information and data to colleagues and GMPF’s management team and trustee members, to inform and aid business decision making.

Main Duties & Key Responsibilities:

1. *To support your Manager and assist in delivering the objectives set for the Pensions Service*

* Support your manager in delivering the objectives set for the pensions service, and assist in predicting and anticipating future workloads to manage them effectively
* Help shape the development of the section’s short and medium term plans and contribute to the running of the service and GMPF as a whole
* Assist your manager in determining workload priorities and communicate those priorities and their expected completion times to others as required
* Assist and provide support to other members of the leadership team or other teams with any unusual or high priority work
* Provide information for management reports and produce statistics as required
* Assist with recruitment, adherence to the managing attendance policy and any similar tasks, as and when required
* Be aware of best practice in your field

1. *To be responsible for the completion of your workload*

* Be responsible for managing and monitoring your own workloads and complete tasks allocated to you within the allotted timescales
* Develop and manage GMPF’s management information strategy
* Extract, validate and interrogate data across several systems using data analysis tools and techniques
* Produce monthly and ad hoc management information reports and data dashboards, with a focus on providing informative documents to support decision making
* Be responsible for ensuring data integrity and compliance with data protection principles and GDPR
* Lead on collecting and submitting data for benchmarking purposes and for use in management information reports
* Use recognised data modelling techniques to identify trends and areas for improvement
* Ensure you work is presented in formats that others can easily follow and understand and support colleagues in producing and analysing their own data reports
* Assist with business planning and budget monitoring work
* Lead on any projects allocated to you, contribute to those projects being carried out by your section, and be responsible for completing your allocated tasks to the highest standard

1. ***To be responsible for your own self-development and contribute to the overall success of the service***

* Maintain your own working knowledge in the field of data analysis and any other relevant legislation needed to carry out your role
* Be responsible for assessing your own training needs and feeding this back to your Manager, and identify ways in which you might want to develop and progress in your role
* Be responsible for all training manuals and guidance notes revenant to your role, ensuring they are kept accurate and up to date
* Prioritise customer outcomes and focus on delivering high standards of service and ensure all procedures relating to customer feedback are followed
* Identify improvements to the service provided to GMPF members and liaise with your manager to appraise and implement these
* Promote a culture of openness, inclusiveness, positivity, inventiveness and ingenuity

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| **PERSON SPECIFICATION REQUIREMENTS** | Essential (E) or  Desirable (D) | How it will be assessed |
| 1. **Education Standard / Qualifications** |  |  |
| Practical ability in written English and Mathematics to GCSE grade A to C or equivalent | E | Application form |
| Qualification in statistics, data analysis or other relevant discipline | D | Application form |
| Accreditation(s) in the use of a business intelligence application, such as Power BI | D | Application form |
| Knowledge |  |  |
| Knowledge of Power BI, Tableau, or other similar business intelligence products | E | Application form, Interview |
| An awareness of Data Protection legislation and its implications and importance for our service | E | Application form, Interview |
| Experience of: |  |  |
| Extracting, transforming, validating and interrogating data using data analysis tools and techniques (at a minimum using Microsoft Excel to a high standard) | E | Application form, Interview |
| Carrying out data modelling and analysing trends | E | Application form, Interview |
| Producing management information reports | E | Application form, Interview |
| Communicating your findings clearly and to a range of audiences | E | Application form, Interview |
| Working effectively as part of a team and setting short and medium term objectives | E | Application form, Interview |
| Providing advice, guidance and training to others and assisting with development | E | Application form, Interview |
| Implementing new practices and procedures successfully | E | Application form, Interview |
| Assisting with recruitment and supporting attendance management policies | D | Application form, Interview |
| Skill and ability to: |  |  |
| Analyse and interpret data, being able to identify patterns and draw conclusions | E | Test, Interview |
| Problem solve and use investigatory skills to draw conclusions and identify issues | E | Test, Interview |
| Collate data from across multiple systems and present an overall picture of your findings | E | Test, Interview |
| Pick out key messages and points | E | Test, Interview |
| Deliver timely and relevant reports | E | Application form, Interview |
| Pay attention to detail | E | Test |
| Communicate well with a range of audiences including colleagues, senior managers and outside agencies | E | Application form, Test, Interview |
| Recognise where issues need to be treated confidentially | E | Interview |
| Supervise and mentor others, passing on leadership skills and promoting positivity | E | Interview |
| Determine your own work priorities and those of other members of your leadership team and manage conflicting demands appropriately | E | Test, Interview |
| Have an awareness of wider service demands and issues and recognise pressures that may be being encountered by other teams and sections | E | Interview |
| Recognise when a procedure or policy is not working as effectively as it could and make suggestions as to how it could be improved | E | Interview |
| Be enthusiastic about the work of the service and the benefits it provides to its members | E | Interview |
| Demonstrate good IT and computer skills | E | Application form, Test, Interview |
| Promote equalities and diversity in the workplace | E | Interview |
| Be committed to the role and to be flexible, depending on the needs of the service | E | Application form, Interview |

**For Information:**

**Category**

E = Essential requirement without which the candidate would be unable to carry out the duties of the post

D = Desirable features that would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have those qualifications, training, experience and so on