

Senior Analyst

Are you an experienced analyst that would relish the opportunity to work in a business that aims to make a real difference to young people's future? Does the prospect of working with close knit team with a varied and challenging scope best reflect the environment in which you'd thrive?

If so, Mime Consulting could be the place for you!

We are looking for strong analytical talent to join our small team and can offer you the opportunity to continue to develop a wide range of technical skills and apply these to real world social challenges. With us, you'll have genuine responsibility on client facing projects from an early stage, with wide exposure to the different aspects of our consulting services. What's more, you'll be a valued contributor to our dynamic business, and play an instrumental role in our continued future success.

Who are we?

Mime is an innovative consultancy, established in 2007, that uses data and technology to help education professionals make the best use of their data to drive improvements in their educational provision for children. Our main clients are schools, academy trusts, local authorities and charities, and we offer a range of services including data analysis, visualisations and system development. Key to our work is our creative ability to make complicated information accessible to a range of audiences – making information matter. Find out more about us on www.mimeconsulting.co.uk

What we're looking for:

- We're seeking a highly numerate and analytical skill set, demonstrated through relevant work experience in an analytical role
- A strong record of academic attainment in a numerate degree discipline (2:1 or above)
- Excellent levels of IT literacy, with advanced Excel (ideally including VBA) and preferably use of a variety of analytical tools such as Tableau, SQL, Access
- A meticulous attention to detail, able to ensure high quality output and to present complex information in easily digestible forms
- Strong interpersonal skills, with the ability to liaise with clients and operate effectively as part of a close knit team
- A self-motivated individual, readily able to pick up new concepts and ideas
- Good written communication skills, ideally with experience in producing reports or presentations for non-technical audiences

An interest in the education sector, or around educational systems may be beneficial but is not essential – of more importance is an interest to work in an organisation with a social purpose and be part of a small team with shared values.

The opportunity

We are looking for a Senior Analyst with a strong academic background to join our team in Clapham in SW London, in a role that would report to the Technical Director. Key responsibilities will include:

- Analysis and visualisations using Excel, Access or Tableau or other analytical tools as appropriate, including presentation of the analysis to Mime standards
- Manipulating and preparing data for our web-based systems including Intelligent London, EYFS Tracker and the Applied Learning Tracker, as well as helping to develop the Mime DataHub (our core information repository)
- Quality assuring work carried out by other members of the team to ensure that they meet our high standards

- Report writing, including drawing out key findings from the analysis we send to clients
- Research, for example interviewing stakeholders or desk research
- Producing flowcharts or other representations of data flows to help explain processes
- Documentation of processes
- Contributing to the preparation of and delivering elements of presentations to clients
- Supporting users of our online software including the SS Tracker, EYFS Tracker and Skills Route
- Onsite client work if the demand arises, for example two day a week client contracts for a period of weeks, or ad hoc days' work on client sites. This normally involves analytical work filling in capacity shortages for clients
- Supporting junior analysts on projects including providing technical guidance
- Involvement in a range of client/business development activities, such as product or service demonstrations, contributing content to our blog entries.

Only applications from those able to live and work in the UK without sponsorship will be considered for this position.

Base location: Clapham, London SW4 (occasional travel may be required, but this will be quite limited given most of our clients are in the Greater London area)

Salary range: £28-35,000 (relative to experience)

Please forward enquires or applications with your CV and a covering note/letter outlining why you're interested in the role/company and highlighting your most relevant skills & experience to jobs@mimeconsulting.co.uk