

# **SENIOR DATA ANALYST**

## **DOES DATA DO IT FOR YOU?!**

## **MOTIVATED BY MAKING A DIFFERENCE?**

This certainly describes us, and we're seeking like-minded data enthusiasts to join our friendly and aspirational team. As a consultancy with a strong social purpose, we're not looking for just any senior data analysts though! We're looking for analysts who can evidence exceptional analytical capability, but who also share our passion to positively improve the life chances of young people.

## **What you'll be doing**

Contributing to a wide variety of projects your typical responsibilities will include:

- Data analysis and visualisation for clients using a range of analysis tools, including Microsoft Excel, Tableau, Microsoft Access and SQL
- Statistical analysis
- Manipulating and preparing data for our web-based systems including the SEND Dashboard, Intelligent London, EYFS Tracker, Applied Learning Tracker and SS Tracker, as well as helping to develop the Mime Data Hub (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 of academic papers
- Producing flowcharts or other representations of data flows to help explain processes
- Preparing and delivering elements of presentations to clients
- Supporting users of our software, and other client engagement
- Supporting junior analysts on projects, including providing technical guidance
- Assisting with the development of new features of our online systems, for example, mocking up user interfaces and testing

## **What we're looking for**

We're seeking a highly numerate and analytical skill set, demonstrated through an appropriate level of relevant work experience in an analytical role, and a strong aptitude for client engagement. The key attributes and experiences you'll have will include:

- An appropriate level of experience in an analytical, technical or consulting role (c. 2 years+)
- 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

Ideally 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.

### **Who are we and why join us?**

Mime is an innovative, award-winning consultancy that uses data and technology to help organisations make better decisions to improve life chances. Formed in 2007 we've already established a great reputation bringing specialist expertise to our clients, and we plan to continue growing. Primarily working with schools, academy trusts, local authorities and charities, 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.

Joining our small, friendly and supportive team, this is an opportunity in which you'll continue to develop a wide range of technical and analytical skills, applying them to real world social challenges. You will have genuine responsibility on client facing projects from an early stage and receive mentoring from our directors and other consultants. As a small, progressively minded business, we encourage and value everyone's ideas, opinions and contributions giving you the chance to see and feel your impact in the business. Working for us offers a unique opportunity to support an innovative, entrepreneurial business doing work that makes a real difference to people's lives.

This role will be based in our office in Clapham, SW London, but we're also very happy to discuss more flexible working arrangements

### **Package:**

- Salary £28-38,000 p.a. (relative to experience)
- Discretionary bonus
- 25 days annual leave + bank holidays (can buy or sell up to 5 days per year)
- Laptop
- Contributory pension
- Healthcare (after 1 years' service)
- Childcare vouchers
- Team social events
- Paid volunteering day (annually)
- Cycle to work scheme
- Discounts in local businesses (such as gym membership)

To apply please send your CV and a covering letter to explain your interest and career motivations to [jobs@mimeconsulting.co.uk](mailto:jobs@mimeconsulting.co.uk).

We are committed to being an inclusive employer and we welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.



Please note, we are only able to consider applications from those who will have the eligibility to work in the UK, or will have that in place independently by the time they would be required to start the role.