

Reporting Analyst

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Reporting Analyst

Position in the Organisation

Reporting to the Organisational Data Manager.
Member of our Data team.
Part of our Technology directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

The Reporting Analyst will lead on co-creation of reporting requirements, then design and develop high-quality reports and analyses meeting business needs.

The role plays a key part in maximising use of information obtained from our data. The Reporting Analyst will enable colleagues to identify, define and agree reporting requirements, and validate and quality assure reports, and will also develop and maintain reports and analyses for regular use, applying a range of visualisation techniques, and rapidly build reports answering ad hoc requests.

Taking a strategic approach to report development, the Reporting Analyst will prioritise report requests ensuring new reports have maximum impact. The Reporting Analyst will build their business knowledge to advise users, deal with queries and produce guidance.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A Trusted Expert** who believes in working **Better Together** and demonstrates true **Compassion**.

Key Accountabilities and Responsibilities

This role aligns with the following SFIA 9 competencies: BINT (Business Intelligence) levels 3 and 4, DTAN (Data Modelling and Design) levels 3 and 4, DAAN (Data Analytics) level 3, METL (Methods and Tools) level 3, DATM (Data Management) level 3, VISL (Data Visualisation) level 4, REQM (Requirements Definition and Management) level 3, UNAN (User Experience Analysis) , level 3, BSMO (Business Modelling) level 3, DENG (Data Engineering) level 3, PROG (Programming / software Development) level 2, BPTS (User Acceptance Testing) level 2, SUPP (Supplier Management) level 2, OCEN (Organisational Change Enablement) level 4.

Duties will include:

- Gather, analyse, and prioritise reporting requirements from across all teams and directorates, translating these into robust specifications and developing a comprehensive directory of standard and ad-hoc reports that maximise benefits for a wide range of users.
- Write complex SQL scripts, implement data extraction processes, and use business intelligence software to transform large datasets into accessible reports and dashboards for management teams across the organisation, creating reporting data structures and designing report definitions and standards.

- Contribute to the development of sophisticated operational and analytical reports for business customers, using a variety of visualisation designs and techniques to convey information in compelling and accessible forms.
- Review potential software solutions, quickly prototype new data products, and work iteratively with customers to reach effective solutions whilst providing colleagues with a solid evidence base for decision-making.
- Coordinate comprehensive testing of new reports and data products, including unit testing and user acceptance testing, whilst ensuring data products are developed according to privacy-by-design principles and comply with information management and data governance policies.
- Assess user experience of reports and analytics, improving designs to be accessible and intuitive, and demonstrate reporting value by creating prototypes, highlighting reportable KPIs, and producing dashboards.
- Provide ongoing user support through training delivery, responding to queries, creating ad-hoc reports, and guiding colleagues across the Society in effective data use, good record keeping, and maintaining high data quality.
- Spread knowledge of how data is stored and used across the organisation and use business analysis techniques to identify new and better ways to use data from all directorates within the Society.
- Support managers in liaising with internal and external database suppliers and agencies to diagnose and resolve data system issues, agree data exchange standards, data transfers, and reporting requirements, and deliver improvements and product support.
- Identify and implement procedural improvements relevant to the role whilst maintaining appropriate documentation accordingly.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies, and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate regularly reported measures are collated and distributed in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Application (A) or Interview (I)
Extensive experience of developing data reports through co-creating requirements and designs with users.	A/I
Extensive experience of creating operational and analytical reports for internal and external customers using data manipulation and visualisation tools such as Power BI or Tableau.	A/I
Ability to adapt report presentation and visualisation techniques according to the audience and develop narratives on data insights to inform decision making.	A/I
Experience of supporting large, multi-user suites of data reports.	A/I
Experience of implementing and supporting data extraction and transformation.	A/I
Experience of performing businesses analysis to understand, map and model data landscapes and developing roadmaps for improvement.	A/I
Knowledge of SQL to an intermediate level and applied to data extraction and transformation for use in reports.	A/I
Demonstratable experience using GIS tool such as ArcGIS.	A/I
Experience of working with technical colleagues such as database developers and database administrators.	A/I
Experience of technical change management methodology.	A/I
Experience of business systems in a non-profit environment (Services, Fundraising, HR, Finance, etc.)	A/I
Experience of working with sensitive personal data.	A/I
Ability to independently identify issues and inefficiencies and propose sound solutions.	A/I
Experience of working in Agile development or project management methodology.	A/I
Familiarity with working in a Microsoft 365 Environment.	A/I

Excellent written and verbal communication skills, with the ability to convey technical information to non-technical audiences.	A/I
Ability to work effectively on own initiative and as part of a team, without close supervision.	A/I
Ability to work to multiple deadlines and under pressure with a strong attention to detail.	A/I
Strong stakeholder management skills, with the ability to build good working relationships with different colleagues across the organisation.	A/I
Consistently striving for professional development.	A/I

Competencies & Personal Attributes	Application (A) or Interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication.	A/I
Commitment to and understanding of equal opportunities.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk.

Follow us on Twitter and Instagram [@Alzheimerssoc](https://www.instagram.com/Alzheimerssoc) and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety).

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave