

Data Consultant

Basic information

Scale: 1

Job family: Digital, Data and Technology Services

Terms: Permanent

Location: Cheltenham

Reports to: Principal Data Consultant

Team: Insight and Consultancy

Business unit: UCAS Media

Date reviewed: January 2020



Job purpose:

Working alongside Insight sales colleagues, the Data Consultant will support delivery of analytical insight served as part of UCAS' data consultancy services. Working to gain experience in data analysis and consultancy, they will work closely with clients to understand what they want to achieve, then support in the definition and crafting the analytical solutions to client problems. They will be technically strong and able to pick up on analytical concepts or techniques quickly, yet also be confident in building client relationships, and eloquent in the communication of insight to clients who are not necessarily data-savvy.

Key accountabilities:

- Support the Principal and Lead Data Consultants in the development, and execution of UCAS' data consultancy projects.
- Begin to work with and alongside consultancy clients to develop a deep understanding of their needs, help to shape subsequent proposals and support insight delivery in line with agreed contracts.
- Be part of a team using analytical tools to innovate, design and implement data-driven solutions that address identified client requirements, using either UCAS, client, or third-party data to appropriate effect.
- Begin to deliver recommendations for action, reports and presentations containing accurate, innovative, data-driven insight and evidence to underpin recommendations, maintaining the integrity of the UCAS brand at the same time as delivering to client expectations.
- Establish client and stakeholder relationships – quickly establishing rapport and credibility
- Communicate progress across projects to colleagues and clients in a clear and timely manner
- Identify opportunities to develop your own technical and consultancy skills.
- Support UCAS Media in reaching insight sales and consultancy revenue targets.
- Accountable for ensuring the accuracy of the insight they deliver.

Skills, qualifications, and experience:

- Flexibility to work in an ambiguous, fast-moving, consulting environment
- Some knowledge of at least one analytical programming language, such as R, Python or SAS highly desired but not essential as on-the-job training will be provided
- Experience of extracting intelligence or insight from data to inform decisions or tell stories
- Demonstrable customer service skills and a customer focused ethos
- A numerate degree or minimum grade B at A level in Mathematics or a subject with a mathematical component (e.g. Psychology, Physics, Economics) or relevant data / analytics professional experience
- Excellent numerate, analytical and logical thinking
- Excellent communication skills both written and verbal
- Knowledge and demonstrable experience of presentation software (e.g. PowerPoint or Prezi)
- Commercial awareness/acumen
- Drive to find things out that really matter from data
- Potential to learn and apply analytical programming
- Ability to simplify and describe complex information to staff of all levels, throughout the organisation

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action:

Customer-focused – We understand what our customers want, and we act on their changing needs.

Collaborative – We collectively create an engaging and positive work environment.

Accountable – We take ownership of our individual and organisational performance.

Service excellence – We realise, grow, and maximise our potential.

Trusted – Individuals are trusted to make informed decisions and take appropriate risks.