

## **DATA ANALYST**

£18,000 – £20,000

### **Company Information**

Intelligent Data provides high quality traffic and transportation survey data. This data ranges from the simple traffic turning count through to large scale multi modal data for use in strategic models. We are involved in surveys such as traffic counts (Manual Classified Counts, Automatic Traffic Counts), public transport studies, journey time and RSIs among many other types.

Intelligent Data is a growing company, with long term aspirations to expand through the UK. Opportunities within the company are varied and staff are actively encouraged to become involved in the company development and are encouraged to be proactive with regard to their roles. The opportunities are there for those that want them.

### **Data Analyst – Job Description.**

Data Analyst responsibilities:

- Support and assistance to the Project Manager
- Preparation of site survey specification
- Analysis of transport survey data both video and manual
- Preparation of template spreadsheets using Excel
- Inputting data into Excel
- Preparation of briefing pack for India for their data analysis
- Quality checking of processed data
- Managing personal workload and deadlines
- Ensure that each project is appropriately monitored
- Ensure procedures, quality controls and file management strategies are adhered to
- Manage the quality of our completed work to the highest standards
- Managing workload and deadlines and achieving set deadlines
- Effective use of data processing packages and software
- Achieving a consistently high level of client satisfaction
- Project completion according to client specification
- There may be some requirement during peak periods for the Data Analyst to be involved in on site survey work. This will be as and when required.
- Other ad hoc admin duties

Within this role the Data Analyst is expected to display the following qualities/skills

- Ability to work calmly and effectively under pressure
- Technically able with an interest in learning new software and technologies
- Self motivated & flexible, able to work in a variety of roles in a rapidly changing environment.
- A good level of numeracy / IT skills
- Good knowledge of MS Office packages
- Good level of attention to detail and accuracy
- Be able to understand and follow procedures within the company
- Be able to meet deadlines and produce high quality work
- Be organised and conscientious
- Must be able to work as part of a team, while also able to work individually
- Show a willingness to learn new skills and be part of a growth business
- Should be able to deliver on-time and be focussed on quality and results
- Must hold a clean drivers licence

Desirable qualities

- Experience of data analysis
- A Levels in Mathematics or similar subjects
- Degree educated