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**JOB DESCRIPTION**

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| **Job Title** | Retrofit Data Analyst  |
| **Job Location** | Hybrid WFH and Office-based at AgilityEco offices in Aylesbury or Sutton |
| **Hours** | 37.5 hours per week with 25 days annual leave |
| **Purpose Statement** | AgilityEco is a market leading provider of low carbon energy services to householders, businesses, and public-sector clients, based in Sutton, Surrey. Our clients include energy companies, local authorities, housing associations and energy efficiency supply chain partners such as contractors and manufacturers. The MI & Reporting Analyst will support our Retrofit Department and will take a key role supporting operational activities through providing concise actionable reports using existing data points and performance metrics. The successful applicant will enjoy bringing data to life, making it accessible for others to understand, and be looking for a successful and growing business to showcase their skills. They could be a recent graduate looking to put their analytical skills into action, or someone looking to broaden their existing reporting and analysis experience.The successful applicant will have responsibility for a wide range of administration and analytical duties to support the on-going operations of the company. You will be required to assist with analysis and reporting for critical business processes. It is therefore essential you are impeccably organised, have excellent data analysis skills, able to present data in a meaningful manner, have a keen eye for detail and the ability to work to tight deadlines under pressure. In return you will be part of a successful team where you will have the opportunity to evolve in the role and in time explore other areas of the business.  |
| **Accountabilities** | * Utilizing Google Sheets to design, create, and deliver accurate and timely reports for all Retrofit Department Managers, as well as preparing ad-hoc analyses.
* Gathering and maintaining a wide array of data-related business reporting covering daily & weekly; Retrofit Assessment reporting
* Actively undertaking data analyses and data interpretation, to provide business insight.
* Preparing reports and presentations for management analysing supply chain delivery and performance using our bespoke delivery platforms.
* Providing regular reports and updates to the team managers on team productivity.
* Responsible for regular reconciliation reports and assisting delivery teams with any reporting requirements.

**Other:** * Any other reasonable duties commensurate with the post, which may be allocated from time to time.
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| **Dimensions of Role** | The job holder will report directly to the Senior Data Analyst |
| **Working Relationships** | Close working relationship with Retrofit Departments Managers |
| **Skills, Knowledge and Expertise** |
| **Knowledge and Qualifications** | * Excellent analytical and report writing skills including advanced use of Google Sheets and MS Excel
* Minimum of 5 GCSE’s at grade C or above (or equivalent) – must include English
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| **Desirable Skills and experience** | * Previous experience in data analysis
* Previous experience and understanding of Retrofit Industry
* Knowledge of the energy efficiency and fuel poverty sector
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| **Person Specification** | * Google Sheets Expert.
* Good verbal and written communication, time management and organisation skills
* Ability to work under pressure and to tight deadlines
* Team player
* Self-motivated, driven and proactive
* Ability to maintain highest level of confidentiality
* Attention to detail

**AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.** |