

THE BIG LiFE GROUP



Data Analyst

This job changes lives



About The Big Life Group

The Big Life Group's mission is to fight for equity, in health, in wealth and in life. We are a social business delivering a range of services across the North of England, covering everything from mental and physical health, addiction and criminal justice, to housing, education, family support and much more. What links them together is the way we work – The Big Life Way.

We always stand shoulder-to-shoulder with people, working with them on the things that matter most to them. Everything we do is designed and informed by the needs, priorities and strengths of people and communities.

Our values

- **Courage:** We stand up for ourselves, and the people and communities we work alongside, even when that makes us unpopular, or challenges accepted wisdom.
- **Creativity:** We find innovative solutions that work, never accepting the easy option or the status quo.
- **Honesty:** We act with integrity, speaking the truth to ourselves and others.
- **Inspiration:** We are inspired by the people and communities we work with and share what we learn from them to inspire others.
- **Thoughtful:** We act with care and compassion and work to understand people's experiences. We take time to listen, reflect and continually learn.
- **Valuing difference:** We recognise and celebrate the unique qualities, gifts, insights and perspectives that different people offer.

Working at Big Life

At Big Life, work is more than a job – it's about standing shoulder-to-shoulder with people and communities, making a difference every day. We fight for equity in health, in wealth and in life, and that commitment starts with how our staff.

Be yourself

We want you to feel safe, respected and able to bring your whole self to work. Difference is celebrated here, and our staff networks - from menopause to neurodiversity, LGBTQI+ and more - create space to connect and support each other.

Benefits that matter

We offer more than a payslip - you'll find wellbeing support through LifeWorks, Simply Health and mindfulness sessions, 25-30 days' annual leave plus your birthday off, flexible working, and regular learning opportunities. Everyday perks include Blue Light Card discounts, savings schemes, cycle-to-work, free eye tests and more - little extras to make life easier inside and outside of work.

Recognised as outstanding

We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

A culture of trust and flexibility

Our people describe our culture as relaxed and supportive. You'll be trusted to plan your own day, take breaks when you need, and work in a way that fits with your life as well as your role.

If you're looking for more than a job - if you want to be part of a team that's bold, creative and relentlessly committed to equity – then Big Life could be the place for you.



Job Description: Data Analyst

The basics

Salary

NJC point 29-39

Hours

35 hours per week on a permanent contract

Annual leave

25 days, increasing to 30 days after five years

Base

Remote working, with occasional working from one of our Big Life centres

Line manager

Head of Data and Analytics

Closing date for applications

Friday, 18 September.

We recognise that AI tools can be useful in supporting job applications, for example by helping with spelling, grammar, structure, or clarity. However, the content of your application should reflect your own skills, experience, knowledge, and ideas. You may be asked at interview to expand on or discuss any part of your application.

What you'll be doing

As our Data Analyst, you will play a key role in supporting Big Life's data-driven decision making, ensuring our data is accurate, accessible and used effectively across services.

Working closely with the Data Team and operational teams, you will develop high-quality reports, dashboards and insights that support service delivery, performance monitoring and strategic planning. You'll help teams understand and use data confidently, improving data quality and enabling better outcomes.

You'll work across our Microsoft Azure-based reporting environment, using tools such as Power BI, SQL, Excel, DevOps, Azure Data Factory) and contribute to the development of our data warehouse and reporting systems. You'll also support the delivery of the wider data strategy, helping embed a strong data culture across the organisation.

It's vital that you're adept at maintaining accurate HR records and ensuring GDPR-compliant data handling, and that you can supporting the analysis of people data and trends (for instance in absence or employee relations cases) to help identify themes and areas for improvement.

Main duties

1. Build strong relationships with internal teams and stakeholders to understand data needs and challenges.
2. Develop and maintain regular reports and dashboards, ensuring accuracy and usability.
3. Produce ad hoc analysis and reports to support decision making and service improvement.
4. Monitor data quality and implement improvements to ensure integrity and consistency.
5. Support staff to understand data and use it to achieve KPIs and targets.
6. Co-design reporting solutions that provide meaningful insight and improve service delivery.
7. Support the development and maintenance of the data warehouse.
8. Work with the Head of Data & Analytics to implement the data strategy.
9. Prepare and present reports to managers and stakeholders in a clear and accessible way.
10. Attend internal and external performance meetings as required.
11. Work with partners and subcontractors to support data and reporting requirements.

Work-related expectations

1. Work within Big Life Group's mission, values and ethos.
2. Contribute to the ongoing development of Big Life Group's data capability.
3. Work in accordance with all Big Life Group policies and procedures.
4. Commit to personal development and attend training as required.
5. Work in line with all relevant legislation, including data protection requirements.
6. Participate in regular supervision and annual appraisal.
7. Undertake any other duties appropriate to the role.

Person Specification: Data Analyst

The successful candidate will be able to demonstrate that they meet the following points, either in their application, at an interview or through taking part in a test.

Experience

1. At least two years' experience working as a Data Analyst.
2. At least two years' experience working with the Azure BI stack.
3. Experience improving data quality across the data lifecycle.

Skills

1. Strong technical skills in SQL and BI tools such as Power BI and Excel.
2. Ability to develop and maintain reports and dashboards to meet user needs.
3. Strong organisational skills, able to manage multiple deadlines.
4. Ability to communicate technical information clearly to non-technical audiences.
5. Ability to build effective relationships with a wide range of stakeholders.
6. Ability to work both independently and as part of a team.

Knowledge

1. Understanding of data security, access and information governance.
2. Knowledge of maintaining data quality within systems.
3. Working knowledge of one or more systems within the Big Life Group BI stack (SQL, Power BI, Azure, Dynamics, Data Factory).
4. Awareness of Python, statistics, machine learning or AI is desirable.

Education

1. Willingness to undertake ongoing training and professional development.
2. Microsoft, Azure or Power BI certifications are desirable.

Personal

1. Reliable and flexible approach to work.
2. Positive, professional and "can-do" attitude.

3. Strong attention to detail and accuracy.
4. Non-judgemental and inclusive approach aligned with Big Life Group values.
5. Commitment to personal development.
6. Willingness to undertake enhanced vetting due to the nature of the data handled.



THE BIG LiFE GROUP

We fight for equity –
in health, in wealth and in life.

thebiglifegroup.com