

Role and person profile

Post title:	Market Data Analyst	Location:	Guildford / Manchester
Division:	Q&M	Department:	Insight & Reporting
Reports to:	Head of I&R	Responsible for:	No line management responsibility
Scale:	5	Permanent/FTC/Temp:	Perm
Post no:	tbc		

Section 1 – Accountabilities

Main role purpose:

To support decision-making across Qualifications & Markets through the collection, production, interpretation and reporting of data relevant to the market. The post holder will provide analysis and interpretation support across Qualifications and Markets to enable retrospective analysis and forecasting, working closely with the Performance Analyst to increase the quality of data and use of data across the organisation.

See strategy if required <http://thehub.aqa.org.uk/About/2020-strategy>

Key result areas:	Outcomes:
Customer (external or internal) Being trusted and reliable in assessment design and delivery	Collect, interpret, report upon and refine a wide ranging suite of metrics from across the organisation to enable the monitoring of operational, strategic and financial performance and future forecasting.
	Perform and interpret routine and ad hoc analyses of data from a range of sources to supplement established and developing reporting approaches.
	Demonstrates commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
Cash (finances)	Identifies growth / retention opportunities for the optimised allocation of Markets resources
Product and internal processes Delivering quality products and outcomes – as recognised by the customer	Builds and develops analytical models to assess current and potential customer purchasing behaviour.
	Proactively engage colleagues across Qualifications and Markets to raise the profile, visibility and appropriate use of data and support colleagues in converting this into business intelligence to deliver business needs.
	Ensures all business processes are up to date, clearly documented and communicated.
	Ensures AQA is safe and legally compliant by applying AQA's policies and other legislative requirements including but not limited to HSE, Equal Opportunities

	and ISMS.
People and culture Ensuring we have great people achieving their potential	Works collaboratively with the wider Qualifications and Markets team to deliver in line with our world class service ambitions.
	Champion the appropriate and effective use of reporting data/information across Qualifications and Markets
Technology Delivering demonstrably secure, reliable, agile and cost-effective systems	To utilise the available range of digital tools for analysis, reporting and communication in order to work effectively and efficiently. To maintain digital skills to meet business need.
	To comply with AQA IT security policies.
Government and external Providing timely, valued insight and evidence that inform policy	Maintains familiarity with developments in schools and the wider market.

Section 2 – Key relationships and performance

Key internal relationships:

- Insight & Reporting colleagues
- Market Strategy
- Lead Strategists
- Heads of depts across Q&M

Key performance indicators:

- Delivery of reporting in line with time scales.

Section 3 – Person profile

Knowledge	Assessment
Understanding the qualifications market in England and the environmental context in which AQA operates.	A/I/P
Qualification	
Educated to degree level or equivalent professional experience	A
Skills	
The ability to analyse and synthesise complex and diverse data and information, including statistical data, to make recommendations in the face of complex and/or incomplete evidence.	A/I/T/P
Understanding of continuous improvement and quality management principles and practice.	A/I/P
An ability to communicate complex information in a straightforward way	A/I/P
Good report writing and verbal communication skills	A/I/P

An ability and willingness to constructively challenge the thinking of others	A/I/P
Strong interpersonal and communication skills, able to influence and build rapport with a diverse range of stakeholders	I/P
Behaviours	
Communication	I/P
Flexibility	I/P
Customer focused	I/P
Personal contribution	I/P
Continuous excellence	I/P
Experience	
Ability to analyse complex datasets and synthesise information to support decision making	A/I/P
Analytics software experience	A/I/P
<p>Assessment key (criteria to be assessed at the selection stage)</p> <p>A – application (it is essential to provide evidence on application for shortlisting purposes)</p> <p>I - interview T – test (or work sample) P – probation</p>	