

Job Description

A Post Details

Job Title:	Senior Data Analyst	Function:	Commercial
Location:	4 More London Riverside	Unique Post Number:	
Reports To:	Head of Data	Grade:	MG1

B Purpose of the Job

The Senior Data Analyst will operate as a skilled and established analyst practitioner reporting to the Head of Data and where required supporting business subject matter experts or more junior team members like apprentices. They will work independently managing projects and work packages supporting the Head of Data to ensure that roadmap objectives are attained.

Liaise with SME's throughout the business to support their development and develop relationship with our internal/external business partners regarding data gathering, analysis and reporting.

Responsibilities include requirements gathering, design & systems development (specifically Power Bi development), data analysis and reporting capabilities together with continuous performance monitoring and establishing mechanisms to identify improvements, measure business benefits & undertake gap analysis.

C Principal Accountabilities

- C1 Co-ordinate all requests for changes to existing dashboards, requests for new dashboards, reporting requirements to meet business objectives and roadmap projects via the Project request tracker
- C2 Ensure that apprentice's work schedules are evenly balanced, that milestones/timelines are attained by prioritising requests with the most business impact first (this may require resource changes to ensure priorities are delivered)
- C3 Review external BI developments so that new BI capabilities, enhanced automation, new add-ons or services can be implemented/procured to enhance & automate the existing systems
- C4 Ability to work across the business with a wide range of stakeholders asking the right questions to solve problems and to communicate the data in a timely, relevant and customer-centric manner
- C5 Acquire data from primary or secondary data sources and maintain databases/data systems
- C6 Ability to creatively apply the most appropriate analytical methods to address business questions
- C7 Identify, analyse, and interpret trends or patterns in complex data sets using statistical techniques and provide ongoing performance reports

C8

Job Description

- C9 Ability to understand and be able to take account of the 'big picture' (the business, the market & our strategy), including short and long-term goals
- Ability to create, enhance and present reports and data in a jargon-free and digestible form using Power BI as an interactive end-user tool for data visualisation

D Safety Responsibilities

D1	This post is required to undertake SAFETY CRITICAL WORK	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D2	This is a KEY SAFETY POST	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D3	This post requires SECURITY CLEARANCE	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D4	The job requires competence in PERSONAL TRACK SAFETY	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D5	This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D6	The post holder has the following specific safety responsibilities: N/A				

E Decision making Authority

- E1 Manage the routine work schedules of junior team members if required
- E2 Determine data storage and data management requirements
- E3 Design and visualisation of data within Power Bi dashboards

F Most Challenging and/or Difficult parts of the role

- F1 Agreeing priorities for work packages that can lead to different parts of the business competing for Insights resource
- F2 Strong people skills are required – this role has a strong element of interaction with others throughout the organisation
-

Job Description

G Person Specification

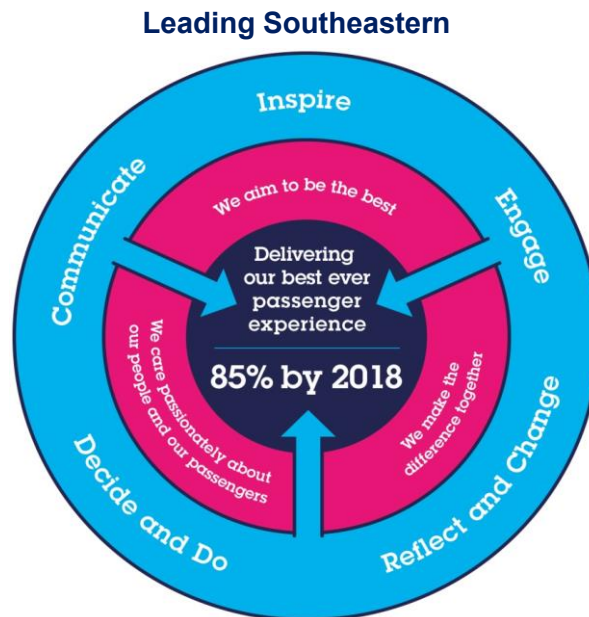
Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.

For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are

- **We care passionately about our people and passengers**
 - we put ourselves in our passengers' shoes to do what's right for them
 - we support our colleagues to be, feel and do their best
 - we love the places we serve and do our bit for our communities and environment
- **We aim to be the best**
 - we move with pace, we're agile and learn from everything
 - we relentlessly strive to be the best
 - we are professionals with personalities
- **We make the difference together**
 - we are answerable to each other and our passengers
 - we trust each other and do what we say we will
 - we are stronger together than we are as individuals

We also have identified behaviours required to be successful in leading Southeastern.

The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.



All shortlisted candidates seeking promotion will be assessed against this framework.

Job Description

The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment):

G1 Experience, Knowledge & Qualifications - Essential

Degree qualified – Sciences or Social Sciences, Mathematics, Economics, Computer Science, Information Management, Statistics

Proven working experience as a Data Analyst is essential (2+ years)

Experienced, power user of Microsoft Power BI, proficient in all Office 365 applications, able to work in a self-directed way as a data analytics practitioner

Well versed in a variety of BI software (e.g. Dax, SQL, Azure tools, R or Python)

Excellent communication skills and the ability to get on with people at all levels. Capable of presenting data to non-technical audiences e.g. business subject matter experts, in a compelling way drawing out opportunities for improvement

Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy

Experience, Knowledge & Qualifications - Desirable

Knowledge of statistics and experience undertaking statistical analysis is desired

Demonstrable experience of using of AI tools to support better business outcomes

Qualification in MS PL300 Power BI Data Analyst Association and/or DP600 Fabric Analytics Engineer Associate

G2 Skills

Analytical
Organised
Forward thinking
Ownership

G3 Behaviours

Energy, enthusiasm, willingness to learn & evolve, a tireless quest for understanding and most importantly a strong desire for continuous improvement & self-development

G4 Other

H Dimensions of role

H1 Financial – Direct:

Job Description

- H2 Financial – Other:
- H3 Staff Responsibilities – Direct:
- H4 Staff Responsibilities – Other: No
- H5 Any Other Statistical Data:

I Acknowledgement

- I1 Prepared By: Howard Tarr Date: 31st July 2025
- I2 Approved By (Head of Department): _____ Date: _____

J Job Description Briefing

The post holder has been briefed on and understands the requirements of this Job Description and other related documents:

Name of post holder: _____ Signature: _____ Date: _____

Name of briefing manager: _____ Signature: _____ Date: _____

K Nominated Deputy for Safety requirements

If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description.

The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents:

Name of nominated deputy: _____ Signature: _____ Date: _____

Name of briefing manager: _____ Signature: _____ Date: _____
