

Data Analyst & Developer

ROLE PURPOSE

The DNA of Instant is as a digital business and data is at the heart of many things we do. The Data Analyst & Developer will lead how we technically develop and mature our data offerings internally and externally to the market.

You will be required to deliver the necessary Business Intelligence (BI) reports and dashboards required to meet the data strategy and ongoing internal and client information requirements based on agreed priorities. Either by delivering the changes personally or overseeing additional resource or 3rd parties to enable the change.

Beyond implementation a key aspect of the role is to ensure technical changes and all our core systems adhere to the correct data governance and standards to ensure alignment across systems, best practice and full utilization of our data.

Reporting into the CTO this varied role is strategically key to Instant's continued and successful global growth.

KEY RESPONSIBILITIES

The candidate for this hands-on role will enjoy and have experience of liaising with all levels of the business; capturing requirements, undertaking backend activities (database analysis, database development), front end activities (creation of BI reports and visualisations), setting data standards, helping develop the data strategy and ensuring correct data governance.

- Develop Business Intelligence (BI) reports and dashboards. Including but not limited to capturing documenting new requirements, workshop facilitation, creation of proof of concepts, development, system testing and training
- Review all reporting needs business wide, define reporting standards and deliver appropriate reporting packs
- Technical delivery of the data strategy. Working towards integration of all company data sources
- To oversee and provide quality control of any 3rd parties or other internal resources involved in the creation of BI reports and dashboards to ensure standards are maintained, requirements are met, and the changes are effectively delivered
- Define and ensure there is data governance and standards across all Instant systems (existing and new projects)
- For example, to define all geographical standards globally and deliver the data structure to be used
- Carry out data quality audits and distribute data quality reports for each department to stay on top of their data quality
- Lead data cleanse activities. Define cleanse projects and methodologies to be used. Manage any additional resources used during the project (internal and external)
- To be the data lead and project team member for technical change including major projects; ensuring best practice, standards and alignment to other systems are followed
- To be the owner of the data change pipeline of business requirements

BACKGROUND AND EXPERIENCE

- Previous experience of creating BI dashboards and reports within the Microsoft BI solution set
- Business analysis, accurate requirements capture and workshop facilitation
- Experience of conducting data quality audits
- Knowledge of data standards and best practices
- Technical background and awareness ideally with a degree in computing science or equivalent
- Creation of training documentation and conducting classroom training
- Demonstrable experience of working with and Managing 3rd party suppliers

KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Hands on knowledge of the Microsoft BI solution set including Power BI (DAX), SQL Server Integration Services (SSIS), SQL Server Analysis Services (SSAS) and SQL Server Reporting Services (SSRS) ideally with the relevant certification.
- Excellent attention to detail with a strong analytical approach
- Strong data interrogation and analysis skills through use of tools such as SQL & Python
- Expert Excel user
- Strong communicator - Effective user liaison to all levels of seniority, effective at building relationships
- Calm but positive and responsive under pressure
- Flexible self-starter
- Highly organized

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

KPIs

- Positive feedback from internal & external customers
- Successful delivery of new BI reports and dashboards

Key stakeholders

- Reporting to the Chief Technology Officer
- Liaison with all levels within the business including Chairman, CEO, CFO & MDs
- Liaison with existing and new clients when needed

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our head office at the Blue Fin Building in Southwark but may be required to work on a client site. The building boasts amazing views over London with café, coffee shop, roof terrace and paid gym in the basement.

The area itself (Bankside) is one of the oldest parts of London – entrepreneurs, artists and revellers have flocked here for almost 2,000 years. It is one of London's most vibrant areas, with a heady mix of culture, foodie delights, attractions and architecture. Bankside was once known as London's larder, it's a title that lives on today in the fresh produce of Borough market and the wealth of fine restaurants, pavement cafes and shops surrounding it.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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